

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2015-0011

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Navy Undifferentiated

Records Schedule applies to Agency-wide

Schedule Subject Facilities and Activities Ashore

Internal agency concurrences will
be provided No

Background Information Department of the Navy Records Schedule 2015 revision - Chapter
11

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
25	6	19	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2015-0011

Sequence Number	
1	Chapter 11 - Facilities and Activities Ashore
1.1	11000-1 Policy, Strategy and Planning Disposition Authority Number: DAA-NU-2015-0011-0001
1.2	11000-2 Real Property Historical Files Disposition Authority Number: DAA-NU-2015-0011-0002
1.3	11000-3a Structure Design and Construction – Plans and Drawings Disposition Authority Number: DAA-NU-2015-0011-0003
1.4	11000-3b Structure Design and Construction - Photographs Disposition Authority Number: DAA-NU-2015-0011-0004
1.5	11000-4 Burial Register Disposition Authority Number: DAA-NU-2015-0011-0005
1.6	11000-5 Emergency Planning Disposition Authority Number: DAA-NU-2015-0011-0006
1.7	11000-6 Installations and Facilities Planning and Programming Disposition Authority Number: DAA-NU-2015-0011-0007
1.8	11000-7 Construction and Design Projects (Case Files): Disposition Authority Number: DAA-NU-2015-0011-0008
1.9	11000-8 Real Estate Acquisition and Improvement: Disposition Authority Number: DAA-NU-2015-0011-0009
1.10	11000-9 Agriculture, Fish and Wildlife: Disposition Authority Number: DAA-NU-2015-0011-0010
1.11	11000-10 Family Housing Property Management: Disposition Authority Number: DAA-NU-2015-0011-0011
1.12	11000-11 Performance Monitoring and Administration of Installations, Facilities, and Structures Operations: Disposition Authority Number: DAA-NU-2015-0011-0012
1.13	11000-12 Naval Facilities and Equipment Construction Program Operations: Disposition Authority Number: DAA-NU-2015-0011-0013
1.14	11000-13 Fire Protection and Fire Fighting Operations: Disposition Authority Number: DAA-NU-2015-0011-0014
1.15	11000-14 Cable Television Franchise Management: Disposition Authority Number: DAA-NU-2015-0011-0015
1.16	11000-15 General Correspondence (Installations and Facilities): Disposition Authority Number: DAA-NU-2015-0011-0016
1.17	11000-16 General Administration of Installation and Facilities:

1.18	Disposition Authority Number: DAA-NU-2015-0011-0017 11000-17 General Administration of Construction and Design: Disposition Authority Number: DAA-NU-2015-0011-0018
1.19	11000-18 General Operations of Family Housing Programs: Disposition Authority Number: DAA-NU-2015-0011-0019
1.20	11000-19 Transportation and Heavy Equipment: Disposition Authority Number: DAA-NU-2015-0011-0020
1.21	11000-20 Transient Records (Installations and Facilities) Disposition Authority Number: DAA-NU-2015-0011-0021
1.22	11000-21 Cemeteries Disposition Authority Number: DAA-NU-2015-0011-0022
1.23	11000-22 Installations/Facilities History Disposition Authority Number: DAA-NU-2015-0011-0023
1.24	11000-23 Architectural, Engineering, and Design Plans/Drawings for Non-Signifi- cant Structures and Non-Significant Components Disposition Authority Number: DAA-NU-2015-0011-0024
1.25	11000-24 Vehicles and Heavy Equipment Maintenance Disposition Authority Number: DAA-NU-2015-0011-0025

Records Schedule Items

Sequence Number					
1	<p>Chapter 11 - Facilities and Activities Ashore The records described in this chapter relate to the Planning and Design, Construction, Acquisition, Development, Maintenance, Administration, and Disposition of Structures and Facilities Ashore, including Fleet Facilities, Heavy Equipment and Transportation Facilities, Real Estate and Housing, and Power and other Utilities and Services for Activities and Structures. These records are accumulated by Public Works Activities and by other activities and offices responsible for or performing public works types or related functions described in this chapter.</p>				
1.1	<p>11000-1 Policy, Strategy and Planning Disposition Authority Number DAA-NU-2015-0011-0001</p> <p>Information relating to the planning and development of Installations and Facilities programs, policies, procedures, methods, and significant accomplishments.</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? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>11000-1</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-NU-86-5 / 11000/1/A/1 N1-NU-86-5 / 11000/1/A/2 N1-NU-86-5 / 11000/1/C N1-NU-86-5 / 11100/1/A N1-NU-86-5 / 11320/1 N1-NU-86-5 / 11220/1 N1-NU-86-5 / 11400/1/A</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff</p>	Manual Citation	Manual Title	11000-1	SECNAV M-5210.1
Manual Citation	Manual Title				
11000-1	SECNAV M-5210.1				

Additional Information

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

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	235 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

11000-2 Real Property Historical Files

Disposition Authority Number **DAA-NU-2015-0011-0002**

Information relating to the history of Department of the Navy real property, structures and facilities. Includes real estate titles, deeds, site maps, surveys, drawings, parcel numbers, acreages, and facility history master files.

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
11000-2	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-86-5 / 11011/1**
N1-NU-86-5 / 11011/4/A
N1-NU-86-5 / 11011/6
N1-NU-86-5 / 11100/3

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

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
11000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-86-5 / 11012/1/B
 N1-NU-86-5 / 11012/1/E/1
 N1-NU-86-5 / 11012/5/A
 N1-NU-86-5 / 11013/1/A/2
 N1-NU-86-5 / 11013/1/A/4
 N1-NU-86-5 / 11013/1/B/1
 N1-NU-86-5 / 11013/1/C/1
 N1-NU-86-5 / 11013/1/C/2
 N1-NU-86-5 / 11151/1
 N1-NU-86-5 / 11220/1/A
 N1-NU-86-5 / 11420/1/A
 N1-NU-86-5 / 11430/1/A

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives when 30 years old or when structure is sold, transferred or demolished, whichever is later**

Additional Information

First year of records accumulation **1957**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
This is a new "bucket" schedule. Initial transfer 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	5 GB
Paper	508 Cubic feet	1 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.4

11000-3b Structure Design and Construction - Photographs

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

Photograph surveys, analog or digital, of a substantial nature, documenting the development and major features of Naval properties selected for their architectural, historical, or technological significance.

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**

GRS or Superseded Authority Citation **N1-NU-86-5 / 11011/3/A**

Disposition Instruction

Transfer to the National Archives for Accessioning **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. 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

First year of records accumulation **1889**

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

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	160 Cubic Feet	

1.5

11000-4 Burial Register

Disposition Authority Number **DAA-NU-2015-0011-0005**

Registers maintained by cemeteries containing information such as records of interments, reservations, etc., that record section, plot, and grave numbers, dates of interment or reservation, and identifying information on the decedent.

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
11000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-86-5 / 11170/2**

Disposition Instruction

Cutoff Instruction **Cutoff when facility disestablished.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 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	17 GB	5 GB
Paper	50 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.6

11000-5 Emergency Planning

Disposition Authority Number **DAA-NU-2015-0011-0006**

Information that serves as a guide for disaster preparedness and documents nuclear, biological, and chemical defense plans and procedures.

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
11000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-86-5 / 11080/1**

Disposition Instruction

Cutoff Instruction **Cutoff when superseded.**

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

Additional Information

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

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	3 GB
Paper	15 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.7

11000-6 Installations and Facilities Planning and Programming

Disposition Authority Number **DAA-NU-2015-0011-0007**

Information pertaining to the planning, programming, implementation, maintenance, and management of installations. Includes, but not limited to, installation development master plans, site investigations and assessments, installation/facility development case files, and drainage and sewage system development.

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
11000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-86-5 / 11010/2/A**
N1-NU-86-5 / 11100/1/C/1
N1-NU-86-5 / 11110/1
N1-NU-86-5 / 11120/1
N1-NU-86-5 / 11340/1

N1-NU-86-5 / 11345/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 30 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.8

11000-7 Construction and Design Projects (Case Files):

Disposition Authority Number DAA-NU-2015-0011-0008

Information pertaining to the advance planning, design and construction of Navy installations and facilities. Includes, but not limited to, material dealing with the construction, alteration, overhaul, repair, salvage, and maintenance pertaining to real property, copies of designs and legal compliance requirements, design cost estimation, field surveys, testing, and compliance checks, correlation of work with available funds, coordination of work assigned to contractors, engineering procedures, work scheduling, and the overall supervision of construction project execution.

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
11000-7	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-5 / 11000/5
 N1-NU-86-5 / 11012/2
 N1-NU-86-5 / 11012/3/A
 N1-NU-86-5 / 11012/3/B
 N1-NU-86-5 / 11012/3/C
 N1-NU-86-5 / 11012/4
 N1-NU-86-5 / 11012/6
 N1-NU-86-5 / 11013/8/A/2/A
 N1-NU-86-5 / 11018/1
 N1-NU-86-5 / 11110/2

N1-NU-86-5 / 11110/5/A
 N1-NU-86-5 / 11130
 N1-NU-86-5 / 11140/1
 N1-NU-86-5 / 11150/1
 N1-NU-86-5 / 11153/1
 N1-NU-86-5 / 11154/1
 N1-NU-86-5 / 11155/1
 N1-NU-86-5 / 11160/2
 N1-NU-86-5 / 11163/1
 N1-NU-86-5 / 11180/1
 N1-NU-86-5 / 11210/1
 N1-NU-86-5 / 11261/1
 N1-NU-86-5 / 11262/1
 N1-NU-86-5 / 11410/1
 N1-NU-86-5 / 11420/1/B
 N1-NU-86-5 / 11430/1/B
 N1-NU-86-5 / 11440/1
 N1-NU-86-5 / 11450/1

Disposition Instruction

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

11000-8 Real Estate Acquisition and Improvement:

Disposition Authority Number DAA-NU-2015-0011-0009

Information pertaining to the acquisition and disposal of land, real property construction, upgrades and or improvements.

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
11000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation DAA-NU-2011-0002-0002
 N1-NU-86-5 / 11011/5

1.9

1.10

Disposition Instruction

Cutoff Instruction Cutoff at unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

11000-9 Agriculture, Fish and Wildlife:

Disposition Authority Number DAA-NU-2015-0011-0010

Information pertaining to the operation and management of Department of the Navy agriculture, fish, and wildlife programs. Includes, but not limited to, soil and water conservation, forestry management and fish and wildlife conservation.

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
11000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-5 / 11015/1
N1-NU-86-5 / 11015/2
N1-NU-86-5 / 11015/3

Disposition Instruction

Cutoff Instruction Cutoff at when program is disestablished or when no longer needed.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.11

11000-10 Family Housing Property Management:

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

Information pertaining to the maintenance and administration of housing projects and related matters.

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
11000-10	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-5 / 11101/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
 Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.12

11000-11 Performance Monitoring and Administration of Installations, Facilities, and Structures Operations:

Disposition Authority Number DAA-NU-2015-0011-0012

Records relating to performance monitoring and operations involved with managing installations and facilities (but not offices within a facility or installation). Includes activity reports, utilities and service records, office procedures related to installation management, and/or space management of installations, facilities, and other structures owned or controlled by the Department of the Navy, the U.S. Navy, and the U.S. Marine Corps.

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
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11000-11	SECNAV M-5210.1
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GRS or Superseded Authority Citation
 N1-NU-86-5 / 11000/1/B
 N1-NU-86-5 / 11000/2/A
 DAA-0127-2013-0006-0002
 N1-NU-86-5 / 11015/4/B
 N1-NU-86-5 / 11100/1/B
 N1-NU-86-5 / 11230/2
 N1-NU-86-5 / 11300/1
 N1-NU-86-5 / 11300/4/A
 N1-NU-86-5 / 11300/11/A
 N1-NU-07-16-1
 N1-NU-86-5 / 11360/1
 N1-NU-86-5 / 11370/1
 N1-NU-86-5 / 11380/1
 N1-NU-86-5 / 11400/1/B
 N1-NU-86-5 / 11450/2
 N1-NU-86-5 / 11460/1
 N1-NU-86-5 / 11470/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
 Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.13

11000-12 Naval Facilities and Equipment Construction Program Operations:

Disposition Authority Number **DAA-NU-2015-0011-0013**

Information relating to the execution of assigned functions; the planning of industrial operations; correlation of work with available funds; preparation and issuance of designs; coordination of work assigned to private contractors; engineering procedures, work scheduling (planning) programs; and the overall supervision of these functions within the activity. Records maintained by naval activities, departments, divisions, and other organizational units.

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

N1-NU-86-5 / 11320/14
N1-NU-86-5 / 11320/16
N1-NU-86-5 / 11320/4

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.15

11000-14 Cable Television Franchise Management:

Disposition Authority Number DAA-NU-2015-0011-0015

This series consists of bids, successful and unsuccessful and purchase documents (contracts, orders, leases, and annual or other purchase requisitions or requests); related correspondence and other pertinent information.

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
11000-14	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-5 / 11390/1/B
N1-NU-86-5 / 11390/1/A

Disposition Instruction

Cutoff Instruction Cutoff at completion of action.
Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.16

11000-15 General Correspondence (Installations and Facilities):

Disposition Authority Number DAA-NU-2015-0011-0016

Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps installations and facilities 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

Manual Citation	Manual Title
11000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-5 / 11014/1
 N1-NU-86-5 / 11015/4/A
 N1-NU-86-5 / 11300/2
 N1-NU-86-5 / 11400/2/A

Disposition Instruction

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

Additional Information

GAO Approval Not Required

11000-16 General Administration of Installation and Facilities:

Disposition Authority Number DAA-NU-2015-0011-0017

Information relating to routine, day-to-day operations involved with the upkeep of installations, facilities, or structures owned or under the control of the Department of the Navy, the U.S. Navy and the U.S. Marine Corps. Includes, but not limited to, records of equipment upkeep and maintenance, routine internal operations, facility storage management, routine facility inspection reports.

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
11000-16	SECNAV M-5210.1

1.17

GRS or Superseded Authority Citation
 N1-NU-86-5 / 11000/3
 N1-NU-86-5 / 11011/7
 N1-NU-86-5 / 11014/2
 N1-NU-86-5 / 11014/3/A
 N1-NU-86-5 / 11014/3/B
 N1-NU-86-5 / 11014/4
 N1-NU-86-5 / 11019/1/B
 N1-NU-86-5 / 11090/1
 N1-NU-86-5 / 11102/1
 N1-NU-86-5 / 11104/1
 N1-NU-86-5 / 11107/1
 N1-NU-86-5 / 11110/4
 N1-NU-86-5 / 11161/1
 N1-NU-86-5 / 11300/4/B
 N1-NU-86-5 / 11300/11/B
 N1-NU-86-5 / 11310/1
 N1-NU-86-5 / 11310/3
 N1-NU-86-5 / 11330/3
 N1-NU-86-5 / 11350/1
 N1-NU-86-5 / 11360/2
 N1-NU-86-5 / 11370/2
 N1-NU-86-5 / 11400/2/B/1
 N1-NU-86-5 / 11400/2/B/2

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.18

11000-17 General Administration of Construction and Design:

Disposition Authority Number DAA-NU-2015-0011-0018

Information relating to routine, day-to-day operations involved with the construction and design of DON structures and facilities. Includes, but not limited to, design study data, construction status reports, inspection reports, routine administration, and inventory list of construction/design equipment.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Manual Citation	Manual Title
11000-17	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-5 / 11012/1/C
 N1-NU-86-5 / 11013/4
 N1-NU-86-5 / 11013/7/A/1
 N1-NU-86-5 / 11013/8/B
 N1-NU-86-5 / 11010/1

Disposition Instruction

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

Additional Information

GAO Approval Not Required

1.19

11000-18 General Operations of Family Housing Programs:

Disposition Authority Number DAA-NU-2015-0011-0019

Information relating to routine, day-to-day operations involved with DON family housing programs. Includes, but not limited to, occupant information, routine maintenance and repair, collection of rent/fees, furnishing and equipment, housing assignments and waiting lists.

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
11000-18	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-5 / 11101/2/A
 N1-NU-86-5 / 11101/5

Disposition Instruction

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

1.20

Additional Information

GAO Approval Not Required

11000-19 Transportation and Heavy Equipment:

Disposition Authority Number DAA-NU-2015-0011-0020

Information relating to routine, day-to-day operations involved with the use, procurement, and maintenance of transportation facilities, vehicles, and heavy equipment. Includes, but not limited to, status reports, equipment inventories, cost and utilization reports, operator permits, dispatch reports, operational logs, and gasoline usage. For information relating to safety issues, please use appropriate schedules in chapter 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? No

Manual Citation	Manual Title
11000-19	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-5 / 11200/1/B
 N1-NU-86-5 / 11200/2
 N1-NU-86-5 / 11200/4/A/3
 N1-NU-86-5 / 11200/6/B
 N1-NU-86-5 / 11200/6/C
 N1-NU-86-5 / 11240/3/B/2
 N1-NU-86-5 / 11240/3/E
 N1-NU-86-5 / 11250
 N1-NU-86-5 / 11260/1
 N1-NU-86-5 / 11200/5
 N1-NU-86-5 / 11230/1/A
 N1-NU-86-5 / 11230/1/B
 N1-NU-86-5 / 11240/3/A/2
 N1-NU-86-5 / 11240/3/B/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

1.21

GAO Approval **Not Required**
11000-20 Transient Records (Installations and Facilities)

Disposition Authority Number **DAA-NU-2015-0011-0021**

Information related to the management of installations and facilities 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
11000-20	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-5 / 11013/8/A/2/B
 N1-NU-86-5 / 11013/8/A/2/C
 N1-NU-86-5 / 11014/5
 N1-NU-86-5 / 11017/1
 N1-NU-86-5 / 11019/1/A
 N1-NU-86-5 / 11100/1/C/2
 N1-NU-86-5 / 11100/1/D
 N1-NU-86-5 / 11152/1
 N1-NU-86-5 / 11310/2
 N1-NU-86-5 / 11320/5
 N1-NU-86-5 / 11320/13
 N1-NU-86-5 / 11320/15
 N1-NU-86-5 / 11320/19
 N1-NU-86-5 / 11330/2

Disposition Instruction

Retention Period **Destroy when 6 months old.**

Additional Information

GAO Approval **Not Required**

1.22

11000-21 Cemeteries

Disposition Authority Number **DAA-NU-2015-0011-0022**

Information relating to the operation of cemeteries. Includes, but not limited to, certifications of titles, deeds, site maps, or photographs; declaration of taking or condemnations; and other related papers.

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
11000-21	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-5 / 11170/1

Disposition Instruction

Retention Period Destroy when facility is disestablished.

Additional Information

GAO Approval Not Required

11000-22 Installations/Facilities History

Disposition Authority Number DAA-NU-2015-0011-0023

Information related to individual history of DON installations and facilities. Includes, but not limited to, locations, design and maintenance of facilities ashore.

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
11000-22	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-5 / 11000/4
 N1-NU-86-5 / 11013/3

Disposition Instruction

Retention Period Destroy when building or facility is sold, transferred, or demolished.

1.23

1.24

Additional Information

GAO Approval Not Required

11000-23 Architectural, Engineering, and Design Plans/Drawings for Non-Significant Structures and Non-Significant Components

Disposition Authority Number DAA-NU-2015-0011-0024

Architectural drawings, design criteria, status reports, and other information related to temporary structures or those that are not considered significant or historical. Includes Drawings of systems, structures, buildings, or of buildings not critical to the mission of the DoD. Also includes drawings prepared during contract negotiations for any structure (significant or not); drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings. Also includes non-policy procedures and standards; project execution, status, and inspection reports; and construction, alteration, overhaul, repair, salvage, maintenance or construction plans related to such structures.

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
11000-23	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-5 / 11010/3
 N1-NU-86-5 / 11012/1/D
 N1-NU-86-5 / 11013/1/A/1
 N1-NU-90-3 / 1
 N1-NU-86-5 / 11013/1/A/5
 N1-NU-86-5 / 11013/1/B/2
 N1-NU-86-5 / 11013/1/D
 N1-NU-86-5 / 11013/2
 N1-NU-86-5 / 11100/2

Disposition Instruction

Retention Period Transfer to new owner if structure is sold or transferred. Destroy if structure is demolished.

Additional Information

1.25

GAO Approval Not Required

11000-24 Vehicles and Heavy Equipment Maintenance

Disposition Authority Number DAA-NU-2015-0011-0025

Information relating to the maintenance of vehicles and heavy equipment. Includes, but not limited to, work requests, job orders, and turn-in and issue slips.

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
11000-24	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-5 / 11200/4/A/1
 N1-NU-86-5 / 11200/4/A/2
 N1-NU-86-5 / 11200/4/B/1
 N1-NU-86-5 / 11200/4/D
 N1-NU-86-5 / 11200/4/E
 N1-NU-86-5 / 11200/7
 N1-NU-86-5 / 11200/8
 N1-NU-86-5 / 11240/6
 N1-NU-86-5 / 11240/7/A

Disposition Instruction

Retention Period Destroy when superseded or vehicle is overhauled or reported as disposed of.

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
11/23/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/02/2017	Submit For Certification	Brent Dockter	Records Management Analyst	Chief of Naval Operations staff - DNS-5
02/06/2017	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
08/25/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/30/2017	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
11000	Facilities and Activities Ashore:	The records described in this chapter relate to the Planning and Design, Construction, Acquisition, Development, Maintenance, Administration, and Disposition of Structures and Facilities Ashore, including Fleet Facilities, Heavy Equipment and Transportation Facilities, Real Estate and Housing, and Power and other Utilities and Services for Activities and Structures. These records are accumulated by Public Works Activities and by other activities and offices responsible for or performing public works types or related functions described in this chapter.	N/A	N/A	x	N/A

11000-1	Policy, Strategy and Planning:	Information relating to the planning and development of Installations and Facilities programs, policies, procedures, methods, and significant accomplishments.	Trigger(s)	PERMANENT: Cutoff at CY. Transfer to the National Archives when 25 years old.	x	
11000.1a(1)	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	1. Primary Program Records. a. Departmental files. Files include correspondence files, master shore station development and military construction plan files with supporting papers, and other records accumulated by the Assistant Secretary of the Navy (Installation and Environment) (I&E), and the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) relating to their assigned primary program responsibilities for the development, execution, and accomplishment of plans, policies, programs, and procedures for the planning, design, acquisition or development (construction), and maintenance management of structures and facilities ashore, including fleet facilities, plant facilities, housing, transportation, and utilities and services. Include also records of the Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and other departmental systems commands relating to assigned program responsibilities in this area. (1) Navy.		PERMANENT. Retire to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 25 years old.	P	N1-NU-86-5 / 11000/1/A/1
11000.1a(2)	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	1. Primary Program Records. a. Departmental files. Files include correspondence files, master shore station development and military construction plan files with supporting papers, and other records accumulated by the Assistant Secretary of the Navy (Installation and Environment) (I&E), and the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) relating to their assigned primary program responsibilities for the development, execution, and accomplishment of plans, policies, programs, and procedures for the planning, design, acquisition or development (construction), and maintenance management of structures and facilities ashore, including fleet facilities, plant facilities, housing, transportation, and utilities and services. Include also records of the Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and other departmental systems commands relating to assigned program responsibilities in this area. (2) Marine Corps.		PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-86-5 / 11000/1/A/2
11000.1c	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	1. Primary Program Records. c. Records of NAVFACENGCOM Field Divisions and Other Major Commands. Files relating to the construction program of the command and to overall planning aspects of civil engineering matters.		PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-86-5 / 11000/1/C
11100.1a	STRUCTURES AND FACILITIES RECORDS GENERAL	1. Navy Installation Restoration (IR) Program Records. a. Primary program records. Correspondence, reports, and studies relating to the establishment, development, and accomplishments of the IR Program. Files are accumulated by NAVFACENGCOM Headquarters and Naval Energy and Environmental Support Activity (NEESA) only.		PERMANENT. Retire to nearest FRC in 5 year blocks. Transfer to NARA when 20 years old.	P	N1-NU-86-5 / 11100/1/A
11320.1	FIRE PROTECTION AND FIRE FIGHTING RECORDS	1. Primary Program Records of the Office of the Chief of Naval Operations. Correspondence files and other records relating to the development, execution of Navy's fire protection plans, policies, programs and procedures.		PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	P	N1-NU-86-5 / 11320/1
11330.1	WATER SUPPLY RECORDS	1. Records Relating To the Development and Implementation of Rules for Effecting Environmental Legislation. These files consist of the development of policy regulations concerning water supply planning, health criteria, national register of public water supply, and training and technical assistance in the water supply field.		PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	P	N1-NU-86-5 / 11220/1

11400.1a	GENERAL FLEET FACILITIES RECORDS	1. That Portion of the Files That Document the Overall Development and Accomplishment of the Activity's Primary Mission, Its Organization, General Procedures, Essential Transactions and Important Local Policies and Procedures/Decisions. a. Naval Stations, Naval Bases, Naval Operating Bases, Naval Air Stations, Marine Corps Bases, Marine Corps Air Stations, and Construction Battalion Centers.		PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	P	N1-NU-86-5 / 11400/1/A
11000-2	Real Property Historical Files:	Information pertaining to the history of Department of the Navy real property, structures and facilities. Includes, but not limited to, real estate titles, deeds, site maps, surveys, drawings, parcel numbers, acreages, and facility history master files.	Trigger(s)	PERMANENT: Cutoff when activity has been disestablished. Transfer to the National Archives when 30 years old or when structure is sold, transferred or demolished.	X	
11011.1	REAL ESTATE RECORDS	1. Real Estate Title Records. Case files containing deeds to property, certificates of title, documents of final adjudication by a court, site maps, Attorney General opinions, and other instruments of ownership. These files are maintained by the NAVFACENGCOM Field Divisions.		PERMANENT. Retain on board. Transfer to NARA when activity has been disestablished and property has been removed from DON plant account.	P	N1-NU-86-5 / 11011/1
11011.4a	REAL ESTATE RECORDS	4. Plot Plans, Site Maps and Surveys, and Other Drawings of Navy Real Estate When Property Is Not Sold or Transferred to other Custody. These are prepared and accumulated by COMNAVFACENGCOM, Headquarters Marine Corps (HQMC), overseas and area public works offices, and other activities responsible for the acquisition or administration of real estate. a. One copy of each published map.		PERMANENT. Retire to nearest FRC in 4 year blocks when newest records are 10 years old. Transfer to NARA when records are 20 years old.	P	N1-NU-86-5 / 11011/4/A
11011.6	REAL ESTATE RECORDS	6. Index Card Records of Naval Real Estate. Files reflecting such information as locations, parcel numbers, acreages, or brief description of property.		PERMANENT. Retire to nearest FRC when no longer needed. Transfer to NARA when 20 years old.	P	N1-NU-86-5 / 11011/6
11100.3	STRUCTURES AND FACILITIES RECORDS GENERAL	3. Structure or Facility (History) Records. Master file (one copy only) cards or other similar records that document the physical features, placement, and nature of government structures. Records are accumulated by naval activities only.		PERMANENT. Retain on board until activity is disestablished, then transfer to NARA.	P	N1-NU-86-5 / 11100/3
11000-3a	Structure Design and Construction - Plans and Drawings	Architectural, Engineering, and Design plans for permanent, historical and/or significant installations and facilities (See Series 11000-24 for Non-Significant Structures and Non-Significant Components). Includes as-built drawing files, preconstruction and intermediate construction or design plans, photographs and drawings of real property, site maps and surveys, and information reflecting locations, parcel numbers, acreages, or brief descriptions of real property.	Trigger(s)	PERMANENT: Transfer to the National Archives when 30 years old or when structure is sold, transferred or demolished.	X	
11012.1b	SHORE STATION DESIGN CRITERIA RECORDS	1. Those Records, Which Pertain To the Design Process Generally Consisting Of Preliminary and Presentation Drawings, Manuals, and Computation Books. The drawings and sketches are conceptual in nature, usually showing the basic design of the structure, and include such items as the basic design of the structure, arrangement of rooms, general appearance of elevations, floor plans, and other details under consideration. b. Assignment Logs of the serial numbers assigned to design drawings or microform copies thereof.		PERMANENT. Transfer to NARA in 5 year blocks for all records greater than 5 years old.	P	N1-NU-86-5 / 11012/1/B

11012.1e(1)	SHORE STATION DESIGN CRITERIA RECORDS	<p>1. Those Records, Which Pertain To the Design Process Generally Consisting Of Preliminary and Presentation Drawings, Manuals, and Computation Books. The drawings and sketches are conceptual in nature, usually showing the basic design of the structure, and include such items as the basic design of the structure, arrangement of rooms, general appearance of elevations, floor plans, and other details under consideration.</p> <p>e. Design Manuals/Handbooks. NAVFACENGCOM manuals or handbooks that specify design criteria, specifications, safety factors, and mandatory features that are to be included in the design of types of structures.</p> <p>(1) Master silver microfilm.</p>		PERMANENT. Transfer to NARA in 5 year blocks when the most recent manual is 30 years old.	P	N1-NU-86-5 / 11012/1/E/1
11012.5a	SHORE STATION DESIGN CRITERIA RECORDS	<p>5. Facilities Summaries for Overseas Bases or Master Microfilm Negatives Thereof.</p> <p>a. One record copy retained as part of the primary program records.</p>		PERMANENT. Transfer to NARA within 5 years after completion of project.	P	N1-NU-86-5 / 11012/5/A
11013.1a(2)	SHORE STATION CONSTRUCTION RECORDS	<p>1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications.</p> <p>a. Drawings filmed on 105 mm or 35 mm silver film.</p> <p>(2) Silver film copy maintained by the NAVFACENGCOM Field Division for the geographical area in which the structure is located.</p>		PERMANENT. Transfer to NARA when structure is sold, transferred or demolished.	P	N1-NU-86-5 / 11013/1/A/2
11013.1a(4)	SHORE STATION CONSTRUCTION RECORDS	<p>1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications.</p> <p>a. Drawings filmed on 105 mm or 35 mm silver film.</p> <p>(4) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFACENGCOM Headquarters Field Divisions.</p>		PERMANENT. Transfer to NARA when structure is sold, transferred, or demolished, or when 20 years old, whichever is earlier.	P	N1-NU-86-5 / 11013/1/A/4
11013.1b(1)	SHORE STATION CONSTRUCTION RECORDS	<p>1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications.</p> <p>b. Original drawings that have not been filmed.</p> <p>(1) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFACENGCOM Headquarters and Field Divisions.</p>		PERMANENT. Transfer to NARA when structure is sold, transferred, or demolished or when 40 years old whichever is earlier.	P	N1-NU-86-5 / 11013/1/B/1
11013.1c(1)	SHORE STATION CONSTRUCTION RECORDS	<p>1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications.</p> <p>c. Assignment logs of the serial numbers assigned to NAVFACENGCOM and Field Division Drawings.</p> <p>(1) Microform copies.</p>		PERMANENT. Transfer to NARA in five year blocks for all records greater than 5 years old.	P	N1-NU-86-5 / 11013/1/C/1
11013.1c(2)	SHORE STATION CONSTRUCTION RECORDS	<p>1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications.</p> <p>c. Assignment logs of the serial numbers assigned to NAVFACENGCOM and Field Division Drawings.</p> <p>(2) Indexes to drawings that are maintained in a data base.</p>		PERMANENT. Transfer complete printout to NARA annually.	P	N1-NU-86-5 / 11013/1/C/2
11151.1	HARBOR DEFENSE FACILITIES RECORDS	<p>1. Correspondence, Plans, and Other Records. Files pertaining to the development, design and construction of harbor defense facilities. Records maintained by port directors, base commanders, or area coordinators.</p>		PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when disestablished or when 30 years old, whichever is earlier.	P	N1-NU-86-5 / 11151/1
11220.1a	BRIDGES, TRESTLES, OVERPASSES RECORDS	<p>1. Records That Establish Geometric Design Criteria for the Design of Bridges, Trestles, and Overpasses Maintained By COMNAVFACENGCOM.</p> <p>a. Files of unique design.</p>		PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	P	N1-NU-86-5 / 11220/1/A
11420.1a	DRYDOCK RECORDS	<p>1. Correspondence Files, Reports, Drawings, and Related Records. Files pertaining to the engineering, design and maintenance of drydocks.</p> <p>a. Original "As-Built" Drawings.</p>		PERMANENT. Retire to nearest FRC when 5 years old. Transfer to NARA when 20 years old.	P	N1-NU-86-5 / 11420/1/A

11430.1a	MARINE RAILWAYS RECORDS	1. Correspondence, Reports, Drawings, and related Records. Files pertaining to the engineering, design and maintenance of marine railways. a. Original "As-Built" Drawings.		PERMANENT. Retire to nearest FRC when 5 years old. Transfer to NARA when 20 years old.	P	N1-NU-86-5 / 11430/1/A
11000-3b	Structure Design and Construction - Photographs	Photograph surveys, analog or digital, of a substantial nature, documenting the development and major features of Naval properties selected for their architectural, historical, or technological significance.		PERMANENT: 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. 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.	X	
11011.3a	REAL ESTATE RECORDS	3. Real Estate Records Necessary or Convenient for the Use of Property or Equipment Sold or Transferred to Other Custody. a. Selected drawings and photographs of properties selected for their architectural, historical, or technological significance. (NAVFACENCOM or EFD's contact NARA in advance of transfer to arrange selection of records for permanent retention).		PERMANENT. Offer to NARA when property is transferred. (Duplicate copies will be provided, if needed, to new custodian.)	P	N1-NU-86-5 / 11011/3/A
11000-4	Burial Register:	Registers maintained by cemeteries containing information such as records of interments, reservations, etc., that record section, plot, and grave numbers, dates of interment or reservation, and identifying information on the decedent.	Trigger(s)	PERMANENT: Retain on board until facility is disestablished, then transfer to the National Archives.	X	
11170.2	CEMETERIES RECORDS	2. Burial Register Files. Registers maintained by cemeteries containing information such as records of interments, reservations, etc., that record section, plot, and grave numbers, dates of interment or reservation, and identifying information on the decedent.		PERMANENT. Retain on board until facility is disestablished, then transfer to NARA.	P	N1-NU-86-5 / 11170/2
11000-5	Emergency Planning:	Information that serves as a guide for disaster preparedness and documents nuclear, biological, and chemical defense plans and procedures.	Trigger(s)	PERMANENT: Cutoff when superseded. Transfer to the National Archives 20 years after cutoff.	X	
11080.1	NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE RECORDS	1. Those Files That Serve As a Guide For Disaster Preparedness and Document Nuclear, Biological, and Chemical Defense Plans and Procedures Accumulated By COMNAVFACENCOM.		PERMANENT. Retire to WNRC when superseded. Transfer to NARA when 20 years old.	P	N1-NU-86-5 / 11080/1
11000-6	Installations and Facilities Planning and Programming:	Information pertaining to the planning, programming, implementation, maintenance, and management of installations. Includes, but not limited to, installation development master plans, site investigations and assessments, installation/facility development case files, and drainage and sewage system development.		TEMPORARY: Cutoff at CY. Destroy when 30 years old.	X	
11010.2a	SHORE STATION DEVELOPMENT RECORDS	2. Shore Activity Master Plans. a. Official Activity Master Plans. Files accumulated at the activity level. Include master set of all plans. Departmental Shore Station Development master plans are retired as primary program records under SSIC 11000, paragraph 1a.		Retire to nearest FRC when 4 years old. Destroy when 20 years old.	30	N1-NU-86-5 / 11010/2/A

11100.1c(1)	STRUCTURES AND FACILITIES RECORDS GENERAL	1. Navy Installation Restoration (IR) Program Records. c. IR Program Reports. Includes Preliminary Assessment Site Investigation (PASI) studies, Quality Control/Quality Assurance Reports, Confirmation Studies, Chemical Analyses, and Remedial Action Reports. (1) Maintained by NEESA.		Retain on board. Destroy when 20 years old.	30	N1-NU-86-5 / 11100/1/C/1
11110.1	MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS	1. Master Project Records. Files documenting the overall planning, programming, construction, maintenance, and management of Navy medical department facilities ashore. Files maintained by Chief, Bureau of Medicine and Surgery (BUMED) only.		Retire to WNRC when 4 years old. Destroy when 25 years old.	30	N1-NU-86-5 / 11110/1
11120.1	COMMUNICATIONS STRUCTURES AND FACILITIES RECORDS	1. Correspondence, Plans and Other Records. Files pertaining to the development, design and construction of communication facilities. Records are maintained by naval activity or sponsoring systems command.		Retire to nearest FRC 4 years after completion of construction or when no longer needed for reference, whichever is earlier. Destroy when 30 years old.	30	N1-NU-86-5 / 11120/1
11340.1	DRAINAGE RECORDS	1. Reports Covering Sewer and Plant Contract Awards for Construction on New Plants, Interceptors, Outputs, Etc. Include data maintained on drainage basin population, state, etc.		Retire to nearest FRC when 4 years old. Destroy when 20 years old.	30	N1-NU-86-5 / 11340/1
11345.1	SEWER AND SEWERAGE RECORDS	1. Reports and Other Records Relating To Construction, Maintenance, and Operation Of Sewerage System.		Retire to nearest FRC when 3 years old. Destroy when 15 years old.	30	N1-NU-86-5 / 11345/1

11000-7	Construction and Design Projects (Case Files):	Information pertaining to the advance planning, design and construction of Navy installations and facilities. Includes, but not limited to, material dealing with the construction, alteration, overhaul, repair, salvage, and maintenance pertaining to real property, copies of designs and legal compliance requirements, design cost estimation, field surveys, testing, and compliance checks, correlation of work with available funds, coordination of work assigned to contractors, engineering procedures, work scheduling, and the overall supervision of construction project execution.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 10 years after cutoff.	x	
11000.5	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	5. Advance Planning Reports and Design Files. Preliminary schematic drawings, outline specifications, and cost estimates pertaining to the scope, general feature, utilities, and costs of proposed military construction or public works projects.		Retain on board. Destroy when 10 years old.	10	N1-NU-86-5 / 11000/5
11012.2	SHORE STATION DESIGN CRITERIA RECORDS	2. Advance Planning Report. Preliminary schematic drawings, outline specifications, and cost estimates pertaining to the scope, general features, utilities, and cost of proposed military construction or public works projects.		Destroy when 10 years old.	10	N1-NU-86-5 / 11012/2
11012.3a	SHORE STATION DESIGN CRITERIA RECORDS	3. Development Planning Files. a. General Development Plans for Major Naval Activities. These usually form Part III, Section 2, of the Military Construction Review Report or the Master Shore Station Development Plan Reports.		Retain on board. Destroy when superseded or cancelled.	u	N1-NU-86-5 / 11012/3/A
11012.3b	SHORE STATION DESIGN CRITERIA RECORDS	3. Development Planning Files. b. General (Annual) Plans. Copies of recommended or approved drawings or plans for future development or improvements to existing Navy and Marine Corps facilities.		Retain on board. Destroy when superseded or cancelled.	u	N1-NU-86-5 / 11012/3/B
11012.3c	SHORE STATION DESIGN CRITERIA RECORDS	3. Development Planning Files. c. Related case files.		Destroy when superseded.	u	N1-NU-86-5 / 11012/3/C
11012.4	SHORE STATION DESIGN CRITERIA RECORDS	4. Technical Data Reference Files. Catalogs, charts, copies of technical reports and data, and other background papers or master microfilm negatives thereof used in developing plans and specifications.		Destroy when superseded or when data becomes obsolete.	u	N1-NU-86-5 / 11012/4
11012.6	SHORE STATION DESIGN CRITERIA RECORDS	6. Design Cost Estimators Project (Case) Files. Detailed breakdown computations and data for facilities construction and design projects. May include basic calculations and summary labor and material cost data, detail construction material breakdowns, internal memoranda, blueprints, and other similar data and correspondence pertinent to project cost determinations.		Retain on board. Destroy 5 years after completion of project.	7	N1-NU-86-5 / 11012/6

11013.8a(2)(a)	SHORE STATION CONSTRUCTION RECORDS	<p>8. All Photographs and Negatives In the Possession of Officers In Charge Of Construction and Resident Officers In Charge Of Construction. Closed construction contracts for which a final decision of the contracting officer on a dispute has been received, construction contracts in which a final release reserving a claim has been received, or construction contracts for which a decision of the Armed Services Board of Contract Appeals has been received.</p> <p>a. One construction progress photograph and negative of each construction print.</p> <p>(2) COMNAVFACENGCOM.</p> <p>(a) Routine construction prints.</p>	Retain on board. Destroy 6 years after final decision.	7	N1-NU-86-5 / 11013/8/A/2/A
11018.1	TESTING AREAS AND FACILITIES RECORDS	1. Reports and Certifications on Static, Load, and Dynamic Tests of Elevators, Pavement, Boilers, and Weight Handling Trackage Facilities.	Destroy when 10 years old.	10	N1-NU-86-5 / 11018/1
11110.2	MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS	2. Command Activities Records. Files documenting the construction, maintenance and management of Navy medical and dental facilities. Records are maintained by medical and dental facilities.	Retire to nearest FRC 4 years after completion of construction. Destroy when 10 years old.	10	N1-NU-86-5 / 11110/2
11110.5a	MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS	<p>5. Design Criteria Records.</p> <p>a. Blueprints and layouts. Copies maintained by BUMED and BUMED activities. Exclude master drawings retired under SSIC 11012.</p>	Retire to nearest FRC when 5 years old. Destroy when 10 years old.	10	N1-NU-86-5 / 11110/5/A
11130.	AVIATION FACILITIES RECORDS	Correspondence, Plans, Data, and Design Manuals, Handbooks, and Guides relating to the Development, Design and Construction of Aviation Facilities. Records maintained by Naval Activities or sponsoring systems command.	Destroy when 10 years old.	10	N1-NU-86-5 / 11130
11140.1	ORDNANCE FACILITIES RECORDS	1. Correspondence, Plans, and Other Records. Files pertaining to the development, design, and construction of ordnance facilities, including guided missile and ballistic ranges, wind tunnels, and other ballistic or aeroballistic facilities.	Destroy when 10 years old.	10	N1-NU-86-5 / 11140/1
11150.1	RESEARCH AND DEVELOPMENT FACILITIES RECORDS	1. Correspondence, Plans, and Other Records. Files pertaining to the development, design, and construction of research and development facilities. Records maintained by naval facilities or sponsoring systems command.	Destroy when 10 years old.	10	N1-NU-86-5 / 11150/1
11153.1	MOORING AND NAVIGATION RECORDS	1. Records Consisting of Correspondence, Reports, and Drawings. Files pertaining to fixed and fleet mooring and navigational criteria. Records maintained by individual naval activities.	Destroy when 10 years old.	10	N1-NU-86-5 / 11153/1
11154.1	OBSERVATORIES RECORDS	1. Records Relating To the Construction of Naval Observatories. Records Are Maintained At The Activity Level.	Destroy when 10 years old.	10	N1-NU-86-5 / 11154/1
11155.1	HYPERBARIC FACILITIES RECORDS	1. Records Relating To the Construction of Water Tanks, Decompression Chambers and Other Hyperbaric Structures. Records are maintained at the activity level.	Destroy when 10 years old.	10	N1-NU-86-5 / 11155/1
11160.2	STORAGE STRUCTURES AND FACILITIES RECORDS	2. Construction Records for Naval Storage Facilities That Are Maintained At the Activity Level.	Destroy when 10 years old.	10	N1-NU-86-5 / 11160/2
11163.1	MAGAZINES RECORDS	1. Records Relating To the Construction of Naval Magazines and Other Ammunition or Explosive Handling or Storage Areas That Are Maintained At the Activity Level.	Destroy when 10 years old.	10	N1-NU-86-5 / 11163/1
11180.1	CHAPEL RECORDS	1. Records Relating To the Construction of Chapels Maintained By the Activity.	Destroy when 10 years old.	10	N1-NU-86-5 / 11180/1
11210.1	HIGHWAYS AND ROADS RECORDS	1. Records Relating To Design, Construction, Maintenance and Upkeep of Highways and Roads. Records maintained by local activities.	Destroy when 10 years old.	10	N1-NU-86-5 / 11210/1
11261.1	CONSTRUCTION-TYPE HEAVY EQUIPMENT	1. Initial Registration Documents and Maintenance Handbooks.	Destroy when 7 years old.	7	N1-NU-86-5 / 11261/1
11262.1	HEAVY WEIGHT LIFTING EQUIPMENT	1. Initial Registration Documents, Maintenance Handbooks, and Alteration/Modification Files.	Destroy when 7 years old.	7	N1-NU-86-5 / 11262/1
11410.1	WATERFRONT RECORDS	1. Correspondence Files, Reports, and Related Records. Files pertaining to engineering and design of waterfront structures and moorings. Records maintained by activities. (Exclude records for drydocks, marine railways and shipways.)	Retain on board. Destroy when 5 years old.	7	N1-NU-86-5 / 11410/1
11420.1b	DRYDOCK RECORDS	<p>1. Correspondence Files, Reports, Drawings, and Related Records. Files pertaining to the engineering, design and maintenance of drydocks.</p> <p>b. Design drawings, reports, construction files, routine test and inspection reports, and general maintenance records.</p>	Destroy when 5 years old.	7	N1-NU-86-5 / 11420/1/B
11430.1b	MARINE RAILWAYS RECORDS	<p>1. Correspondence, Reports, Drawings, and related Records. Files pertaining to the engineering, design and maintenance of marine railways.</p> <p>b. Design drawings, reports, construction files, routine test and inspection reports, and general maintenance records</p>	Destroy when 5 years old.	7	N1-NU-86-5 / 11430/1/B
11440.1	SHIPWAYS RECORDS	1. Correspondence, Reports, Drawings, and Related Records. Files pertaining to the engineering, design and construction of shipways.	Retain on board. Destroy when 5 years old or when shipway is dismantled, whichever is sooner.	7	N1-NU-86-5 / 11440/1

11450.1	WEIGHT HANDLING RECORDS	1. Inspection Sheets for Weight Handling Equipment and Unfired Pressure Vessels. Files include control sheets for inspection summaries.		Retire to nearest FRC when 3 years old. Destroy when 6 years old.	7	N1-NU-86-5 / 11450/1
11000-8	Real Estate Acquisition and Improvement:	Information pertaining to the acquisition and disposal of land, real property construction, upgrades and or improvements.	Trigger(s)	TEMPORARY: Cutoff at unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. Destroy 10 years after cutoff.	x	
11011.2b	REAL ESTATE RECORDS	2. Correspondence and Other Records Documenting the Acquisition and Disposal of Land, Real Property Construction, Upgrades and or Improvements. b. Real Property asset construction, purchases, upgrades and/or improvements over \$100K. Documentation may include, but is not limited to contract files containing copies of award, closeout, project approval, funding authorization, records of total project costs, and final invoices; disposal documentation including excess, transfer, release and sale documents; and surveys, inspection reports and real property inventory data records supporting management assertions for real property accountability and audit readiness.		Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.	10	DAA-NU-2011-0002 / 0002
11011.5	REAL ESTATE RECORDS	5. Real Estate Planning Files. Papers relating to the preliminary plans for real estate acquisition such as copies of preliminary appraisal reports, activities' recommendations, or justification regarding acquisitions, pertinent engineering and cost data, and other background or planning data essentially summarized or documented in permanent real estate acquisition files.		Retain on board. Destroy when acquisition transaction is completed.	u	N1-NU-86-5 / 11011/5
11000-9	Agriculture, Fish and Wildlife:	Information pertaining to the operation and management of Department of the Navy agriculture, fish, and wildlife programs. Includes, but not limited to, soil and water conservation; forestry management and fish and wildlife conservation.	Trigger(s)	TEMPORARY: Cutoff at when program is disestablished or when no longer needed. Destroy 10 years after cutoff.	x	
11015.1	AGRICULTURE, FISH, AND WILDLIFE RECORDS	1. Soil and Water Conservation Records. Files include erosion control, grounds maintenance, landscaping, conservation plans for new construction, land management, outleasing, and soil density reports.		Destroy when 10 years old.	10	N1-NU-86-5 / 11015/1
11015.2	AGRICULTURE, FISH, AND WILDLIFE RECORDS	2. Forestry Management. Files include overall management plans and annual increments pertaining to forestry management.		Destroy when plan is superseded or when 10 years old, whichever is sooner.	u	N1-NU-86-5 / 11015/2
11015.3	AGRICULTURE, FISH, AND WILDLIFE RECORDS	3. Fish and Wildlife Records. Files containing management plans and annual increments.		Destroy when 10 years old.	10	N1-NU-86-5 / 11015/3
11000-10	Family Housing Property Management:	Information pertaining to the maintenance and administration of housing projects and related matters.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 10 years after cutoff.	x	
11101.1	FAMILY HOUSING RECORDS	1. General Correspondence Files of Activities and Offices Concerned With The Performance of Housing Management Functions. Files include the maintenance and administration of housing projects and related matters. (Exclude records relating to the acquisition, construction, or disposition of housing facilities and records documenting general housing policies or precedent setting decisions.)		Retire to nearest FRC when 3 years old. Destroy when 10 years old.	10	N1-NU-86-5 / 11101/1
11000-11	Performance Monitoring and Administration of Installations, Facilities, and Structures Operations:	Records relating to performance monitoring and operations involved with managing installations and facilities (but not offices within a facility or installation). Includes activity reports, utilities and service records, office procedures related to installation management, and/or space management of installations, facilities, and other structures owned or controlled by the Department of the Navy, the U.S. Navy, and the U.S. Marine Corps.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 5 years after cutoff.	x	

11000.1b	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	1. Primary Program Records. b. Shore Facility Programming Boards, Washington, DC, Program Files. General correspondence files and other records documenting the overall execution of plans, policies, procedures, and the performance of essential transactions. Include master development and construction plans and supporting records.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-5 / 11000/1/B
11000.2a	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	2. Activities General Correspondence Files. Correspondence and related records of public works offices and of other activities and offices performing public works type functions. a. Files that document the overall operations of the activity or office and the accomplishment of its assigned public works mission.		Destroy when 5 years old.	7	N1-NU-86-5 / 11000/2/A
11010.7a	SHORE STATION DEVELOPMENT RECORDS	7. Commanding Officer's Readiness Reporting System (CORRS). Electronic system that provides Commanding Officers and Headquarters Agencies with the capability to monitor the quality and quantity of facilities on Marine Corps installations and facilities and other elements of the Marine Corps infrastructure, both in the United States and abroad, to provide appropriate support to forces in the conduct of their missions (i.e., buildings, structures, utilities, and land); and are used to evaluate and monitor the quality and quantity of Marine Corps installations and facilities' status and mission readiness. These systems compile list of essential facilities and compare existing assets with requirements to produce a list of facility surpluses and deficiencies. These systems provide for the development of construction projects and the entry of these projects into the Military Construction (MilCon) requirements list. They also generate cost estimates to maintain and to improve the conditions of existing facilities; and to build new facilities where there are shortfalls. a. System master files including but are not limited to real property inventory, DoD approved cost factors, and engineering business rules data for facilities.		Destroy when 5 years old.	7	N1-127-08-2-1 DAA-0127-2013-0006-0002
11015.4b	AGRICULTURE, FISH, AND WILDLIFE RECORDS	4. General Correspondence Files. b. Other correspondence files relating to the overall management of agriculture, fish and wildlife.		Destroy when 5 years old.	7	N1-NU-86-5 / 11015/4/B
11100.1b	STRUCTURES AND FACILITIES RECORDS GENERAL	1. Navy Installation Restoration (IR) Program Records. b. General correspondence files. Records relating to the routine administration of the programs.		Destroy when 5 years old.	7	N1-NU-86-5 / 11100/1/B
11230.2	RAILWAYS AND ROLLING STOCK RECORDS	2. Correspondence Files of Activities and Offices. Files relating to the assignment, procurement, and maintenance of railroad equipment.		Destroy when 5 years old.	7	N1-NU-86-5 / 11230/2
11300.1	GENERAL UTILITIES AND SERVICES RECORDS	1. General Correspondence Files of Public Works Activities. Records documenting the accomplishment of their assigned responsibilities for the development, maintenance and administration of utilities and services. Include records of essential transactions and summary records of the activity's utility programs. (See also pars 11000.1 and 11000.2.)		Destroy when 5 years old.	7	N1-NU-86-5 / 11300/1
11300.4a	GENERAL UTILITIES AND SERVICES RECORDS	4. Sanitation Records. Correspondence, reports, and other records pertaining to sanitation matters. a. Records of public works and other activities. Files documenting the development and accomplishment of their program responsibilities for sanitation matters within the area or command. Include correspondence with local or federal health departments, U.S. Geological Survey, and others concerned with sanitation problems within the area.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-5 / 11300/4/A
11300.11a	GENERAL UTILITIES AND SERVICES RECORDS	11. Mobile Utilities Support Equipment (MUSE) Program Records. Correspondence, studies, reports, equipment inventories, maintenance, repair and overhaul records, schedules and similar records relating to providing temporary utilities support to naval activities in the form of generators, electrical substations, and steam plants. a. Records maintained by CNO (N44) and NEESA.		Destroy when 5 years old.	7	N1-NU-86-5 / 11300/11/A
11300.12a	GENERAL UTILITIES AND SERVICES RECORDS	12. Marine Corps Facilities Asset Management Program. USMC MAXIMO (USMC MAX) is the current information system used to document the accomplishment of assigned responsibilities for the development, maintenance and administration of utilities and services. The system contains nine modules: Work Order Management, Preventive Maintenance, Inventory Control, Equipment, Purchasing, Plans, Resources, Business Analysis & Key Performance Indicators. a. For purpose involving USMC MAX, the term "closed/completed records" refers to files in the USMC MAX archive file.		Close completed records annually, destroy when 5 years old.	7	N1-NU-07-16-1
11360.1	LIGHTING RECORDS	1. Files That Document the Overall Operation of the Activity or Office and the Accomplishment of Its Assigned Public Works Mission.		Destroy when 5 years old.	7	N1-NU-86-5 / 11360/1

11370.1	HEATING RECORDS	1. Files That Document the Overall Operation of Heating Plants as Part of an Assigned Public Works Mission.		Destroy when 5 years old.	7	N1-NU-86-5 / 11370/1
11380.1	REFRIGERATION AND AIR CONDITIONING RECORDS	1. Files Documenting the Overall Operation of Refrigeration and Air Conditioning Plants as Part of an Assigned Public Works Mission. (Exclude Maintenance and Repair Records filed under SSIC 10200.)		Destroy when 5 years old.	7	N1-NU-86-5 / 11380/1
11400.1b	GENERAL FLEET FACILITIES RECORDS	1. That Portion of the Files That Document the Overall Development and Accomplishment of the Activity's Primary Mission, Its Organization, General Procedures, Essential Transactions and Important Local Policies and Procedures/Decisions. b. All other Navy and Marine Corps Shore Activities.		Destroy when 5 years old.	7	N1-NU-86-5 / 11400/1/B
11450.2	WEIGHT HANDLING RECORDS	2. General Correspondence Files and Related Reports For Cranes.		Destroy when 5 years old.	7	N1-NU-86-5 / 11450/2
11460.1	DREDGING RECORDS	1. Correspondence Files, Reports, and Related Papers for Various Dredging Sites.		Destroy when 5 years old	7	N1-NU-86-5 / 11460/1
11470.1	PONTOONS RECORDS	1. Correspondence Files, Reports, and Related Papers. Exclude design and construction records filed under SSICs 11012 and 11013.		Destroy when 5 years old.	7	N1-NU-86-5 / 11470/1

11000-12	Naval Facilities and Equipment Construction Program Operations:	Information relating to the execution of assigned functions; the planning of industrial operations; correlation of work with available funds; preparation and issuance of designs; coordination of work assigned to private contractors; engineering procedures, work scheduling (planning) programs; and the overall supervision of these functions within the activity. Records maintained by naval activities, departments, divisions, and other organizational units.	Trigger(s)	TEMPORARY: Destroy 5 years after cutoff.	x	
4700.1a(1)	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	1. Construction, Alteration, Overhaul, Repair, Salvage, Maintenance, or Construction of Naval Facilities, Equipment, Aircraft, and Vessels. (Exclude Shore Station Construction Records Covered in SSIC 11013.) a. General Correspondence. Correspondence, reports and other records pertaining to the execution of assigned functions; the planning of industrial operations; correlation of work with available funds; preparation and issuance of designs; coordination of work assigned to private contractors; engineering procedures, work scheduling (planning) programs; and the overall supervision of these functions within the activity. Records maintained by naval activities, departments, divisions, and other organizational units. (Exclude primary program correspondence filed under SSIC 4000.1a.) 1) Public works activities.		Destroy when 5 years old.	7	N1-NU-86-4 / 4700/1/A/1
4700.1a(2)	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	1. Construction, Alteration, Overhaul, Repair, Salvage, Maintenance, or Construction of Naval Facilities, Equipment, Aircraft, and Vessels. (Exclude Shore Station Construction Records Covered in SSIC 11013.) a. General Correspondence. Correspondence, reports and other records pertaining to the execution of assigned functions; the planning of industrial operations; correlation of work with available funds; preparation and issuance of designs; coordination of work assigned to private contractors; engineering procedures, work scheduling (planning) programs; and the overall supervision of these functions within the activity. Records maintained by naval activities, departments, divisions, and other organizational units. (Exclude primary program correspondence filed under SSIC 4000.1a.) (2) All other activities.		Destroy when 4 years old	7	N1-NU-86-4 / 4700/1/A/2

4700.1c(4)(b)	GENERAL MAINTENANCE, CONSTRUCTION AND CONVERSION RECORDS	<p>1. Construction, Alteration, Overhaul, Repair, Salvage, Maintenance, or Construction of Naval Facilities, Equipment, Aircraft, and Vessels. (Exclude Shore Station Construction Records Covered in SSIC 11013.)</p> <p>c. Ships Case Files. Files for submarines, non-combatant submersibles and support ships, boats and craft, carriers, amphibious and auxiliaries, battleships, destroyers, cruisers, and service craft.</p> <p>(4) Records documenting the maintenance, repair, construction of individual vessels. Consist of copies of repair, alteration, and other requests, copies of bids and specifications, inspection and departure reports, material inventories, and other similar reports and papers, related correspondence at naval shipyards, facilities, and other activities concerned with the upkeep, maintenance, repair, alteration, and readiness of vessels and other craft.</p> <p>(b) All other records.</p>		Retain on board. Destroy when 4 years old.	7	N1-NU-85-4 / 2
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11000-13	Fire Protection and Fire Fighting Operations:	information relating to the management of Department of the Navy, U.S. Navy and U.S. Marine Corps fire protection and fire fighting programs. Includes, but not limited to, program development and execution, case files, training reports, registers of fire fighting equipment issued, daily log of operations, fire alarm and fire hydrant inspections, and fire investigation reports.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 7 years after cutoff.	x	
8200.3	GENERAL FIRE CONTROL AND OPTICS RECORDS	3. General Technical Records. Files relating to the manufacture, testing, delivery, and installation of fire control systems that are maintained by shore establishment activities and contractors.		Transfer to nearest FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-86-2 / 8200/3
11320.2a	FIRE PROTECTION AND FIRE FIGHTING RECORDS	2. Activities General Correspondence Files. Correspondence, reports, and other records of commands, activities, and offices. (Exclude primary program records covered in SSIC 11320.1.) a. Files that document the development, execution, and accomplishment of significant transactions or projects and of plans, policies, and programs.		Destroy when 5 years old.	7	N1-NU-86-5 / 11320/2/A
11320.3	FIRE PROTECTION AND FIRE FIGHTING RECORDS	3. Building and Vessel (CASE) Files. Jackets containing records relating to a particular building or vessel such as copies of inspection reports, drawings, correspondence, and other papers regarding the condition of the building or vessel, etc.		Retain on board. Destroy when 5 years old or after building or vessel is surveyed, demolished or scrapped, whichever is earlier.	7	N1-NU-86-5 / 11320/3
11320.10	FIRE PROTECTION AND FIRE FIGHTING RECORDS	10. Fire Protection and Fire Fighting Training Reports. Reports, correspondence, and related papers regarding the operation and administration of programs. Include correspondence and other papers pertaining to student training classes, demonstration and training materials, issuance of training certificates, and other similar or related matters.		Destroy when 5 years old or 5 years after completion of a specific training program.	7	GRS 1.29a(1)
11320.17	FIRE PROTECTION AND FIRE FIGHTING RECORDS	17. Summary Record of Training Class Attendance and of Training Certificates Issued.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-5 / 11320/17
11320.18	FIRE PROTECTION AND FIRE FIGHTING RECORDS	18. Ledger Records of Fire Fighting and Protective Clothing Issued (Boots, Helmets, Coats, Etc.) to Fire Department Personnel.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-5 / 11320/18
11320.2b	FIRE PROTECTION AND FIRE FIGHTING RECORDS	2. Activities General Correspondence Files. Correspondence, reports, and other records of commands, activities, and offices. (Exclude primary program records covered in SSIC 11320.1.) b. Files relating to the routine internal operation and administration of the activity or office. Files include copies of periodic reports submitted to higher authority and not specifically authorized for other disposal in this section.		Destroy when 2 years old.	3	N1-NU-86-5 / 11320/2/B
11320.6	FIRE PROTECTION AND FIRE FIGHTING RECORDS	6. Daily Log Records of Operations. Files showing personnel assignments, drills, inspections, alarms, and responses.		Destroy when 3 years old.	3	N1-NU-86-5 / 11320/6
11320.7	FIRE PROTECTION AND FIRE FIGHTING RECORDS	7. Fire Reports. Copies of incoming fire reports with accompanying fire prevention EAM transmittal sheets.		Destroy when 3 years old.	3	N1-NU-86-5 / 11320/7
11320.11	FIRE PROTECTION AND FIRE FIGHTING RECORDS	11. Fire Alarm Records. Files include fire alarm ledgers, voice recordings of conversations between switchboard operators at fire alarm headquarters and callers, and punched tape records of alarms and times of signals.		Destroy when 1 year old.	3	N1-NU-86-5 / 11320/11
11320.12	FIRE PROTECTION AND FIRE FIGHTING RECORDS	12. Reports of Standby Operations during Hazardous Work.		Destroy when 1 year old.	3	N1-NU-86-5 / 11320/12
11320.14	FIRE PROTECTION AND FIRE FIGHTING RECORDS	14. Hydrant and Automatic Sprinkler System Inspection Reports.		Destroy when 1 year old.	3	N1-NU-86-5 / 11320/14

11320.16	FIRE PROTECTION AND FIRE FIGHTING RECORDS	16. Hot Work Permits. Copies of permits to perform work involving heat applications (welding, cutting, burning, etc.).		Destroy when 1 year old.	3	N1-NU-86-5 / 11320/16
11320.4	FIRE PROTECTION AND FIRE FIGHTING RECORDS	4. Drawings Showing Water Distribution, Supply Systems, Test Locations, Recommended Additions, Fire Alarm Circuits, Boxes, and Code Numbers and General and Technical Information Regarding Fire Protection.		Retain on board. Destroy when superseded by more current data or structure or facility is demolished, whichever is earlier.	u	N1-NU-86-5 / 11320/4

11000-14	Cable Television Franchise Management:	This series consists of bids, successful and unsuccessful and purchase documents (contracts, orders, leases, and annual or other purchase requisitions or requests); related correspondence and other pertinent information.	Trigger(s)	TEMPORARY: Cutoff at completion of action. Destroy 6 years after cutoff.	x	
11390.1b	CABLE TELEVISION FRANCHISE MANAGEMENT.	1. Cable Television Franchise Management. This consist of bids, successful and unsuccessful and purchase documents (contracts, orders, leases, and annual or other purchase requisitions or requests); related correspondence and other pertinent information. b. Case files relating to transactions of more than \$2500.		Retain on board. Destroy 6 years after completion of action. Transfer to FRC when 1 year old or when no longer needed for reference purposes.	7	N1-NU-86-5 / 11390/1/B
11390.1a	CABLE TELEVISION FRANCHISE MANAGEMENT.	1. Cable Television Franchise Management. This consist of bids, successful and unsuccessful and purchase documents (contracts, orders, leases, and annual or other purchase requisitions or requests); related correspondence and other pertinent information. a. Case files relating to transactions of \$2500 or less.		Retain on board. Destroy 3 years after completion of action.	3	N1-NU-86-5 / 11390/1/A

11000-15	General Correspondence (Installations and Facilities):	Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps installations and facilities programs.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy or delete 3 years after cutoff.	x	
11014.1	SHORE STATION MAINTENANCE RECORDS	1. General Correspondence Files of Activities and Offices Relating To Shore Station Maintenance Programs. Files include engineering survey reports and related data papers.		Destroy when 2 years old.	3	N1-NU-86-5 / 11014/1
11015.4a	AGRICULTURE, FISH, AND WILDLIFE RECORDS	4. General Correspondence Files. a. Files relating to routine internal operation and administration.		Destroy when 2 years old.	3	N1-NU-86-5 / 11015/4/A
11300.2	GENERAL UTILITIES AND SERVICES RECORDS	2. Records Relating To the Routine Internal Operation of Utilities Services at Naval Activities.		Destroy when 2 years old.	3	N1-NU-86-5 / 11300/2
11400.2a	GENERAL FLEET FACILITIES RECORDS	2. Remaining Portion of Activity's General Correspondence. Records including reports and papers pertaining to the internal operation and administration of the station or facility. a. Navy.		Destroy when 2 years old	3	N1-NU-86-5 / 11400/2/A

11000-16	General Administration of Installation and Facilities:	Information relating to routine, day-to-day operations involved with the upkeep of installations, facilities, or structures owned or under the control of the Department of the Navy, the U.S. Navy and the U.S. Marine Corps. Includes, but not limited to, records of equipment upkeep and maintenance, routine internal operations, facility storage management, routine facility inspection reports.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 3 years after cutoff.	x	
11000.3	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SDP'S) RECORDS	3. Station Facilities Reports Submitted to NAVFACENGCOM or Departmental Offices or other Higher Authority. Include quarterly station reports of aviation facilities and on-board aircraft and personnel.		Destroy when 2 years old.	3	N1-NU-86-5 / 11000/3
11011.7	REAL ESTATE RECORDS	7. Project Reference or Working Files. Copies of plot plans, appraisal assignments, engineering and other reports and data, contracts, and other working or information papers accumulated for convenience or reference while project is in progress.		Retain on board. Destroy 1 year after project is completed.	3	N1-NU-86-5 / 11011/7
11014.2	SHORE STATION MAINTENANCE RECORDS	2. Local Control of Progress Records Relating to Shore Stations Maintenance Work. Local equipment operation and installation logs and other similar records.		Destroy when 1 year old.	3	N1-NU-86-5 / 11014/2
11014.3a	SHORE STATION MAINTENANCE RECORDS	3. Equipment Upkeep and Preventive Maintenance Logs and Records. a. Daily or Weekly Records.		Destroy when 1 year old.	3	N1-NU-86-5 / 11014/3/A
11014.3b	SHORE STATION MAINTENANCE RECORDS	3. Equipment Upkeep and Preventive Maintenance Logs and Records. b. Detail working papers or check lists.		Destroy when 1 year old.	3	N1-NU-86-5 / 11014/3/B
11014.4	SHORE STATION MAINTENANCE RECORDS	4. Other Maintenance, Upkeep, and Repair Records.		Destroy when 1 year old.	3	N1-NU-86-5 / 11014/4

11019.1b	SHORE STATION SPECIAL PROJECTS RECORDS	1. Requirements Analysis and Asset Data. b. Special study data and other documents.	Retain on board. Destroy when obsolete or 3 years old, whichever is later.	3	N1-NU-86-5 / 11019/1/B
11090.1	DAMAGE CONTROL RECORDS	1. Records Involving Fire Detection, Prevention, and Control, Which Relate to Flooding and Damage Detection, Prevention, and Control.	Destroy when 2 years old.	3	N1-NU-86-5 / 11090/1
11102.1	TRAINING STRUCTURES AND FACILITIES RECORDS	1. Individual Development Files. Records consist of studies, reports, and correspondence relating to requirements, allowance lists, and specification modifications for new training facilities. Records are maintained by activities and facility sponsors.	Destroy when 2 years old.	3	N1-NU-86-5 / 11102/1
11104.1	COMMUNITY FACILITIES RECORDS	1. Expenditure, Survey, Collection, and Other Statistical Narrative Data Reports.	Destroy when 2 years old.	3	N1-NU-86-5 / 11104/1
11107.1	RESALE ACTIVITIES RECORDS	1. Resale Case Files. Files involving secondhand or retail activities such as thrift shops.	Retain on board. Destroy 3 years following close of fiscal year which lease terminates, lapses, or cancellation occurs or litigation is concluded, whichever is later.	3	N1-NU-86-5 / 11107/1
11110.4	MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS	4. General Correspondence Files. General office correspondence and related non-record materials such as pictures, maps, etc., maintained by activity and by project at BUMED and BUMED command activities.	Destroy when 2 years old.	3	N1-NU-86-5 / 11110/4
11161.1	STOREHOUSES RECORDS	1. Inventories, Load Lists and Similar Documents Relating To the Utilization of Naval Storage Facilities.	Destroy when 2 years old.	3	N1-NU-86-5 / 11161/1
11300.4b	GENERAL UTILITIES AND SERVICES RECORDS	4. Sanitation Records. Correspondence, reports, and other records pertaining to sanitation matters. b. Sanitation Reports.	Destroy when 3 years old.	3	N1-NU-86-5 / 11300/4/B
11300.11b	GENERAL UTILITIES AND SERVICES RECORDS	11. Mobile Utilities Support Equipment (MUSE) Program Records. Correspondence, studies, reports, equipment inventories, maintenance, repair and overhaul records, schedules and similar records relating to providing temporary utilities support to naval activities in the form of generators, electrical substations, and steam plants. b. Records maintained by other activities.	Destroy when 1 year old.	3	N1-NU-86-5 / 11300/11/B
11310.1	POWER PLANT RECORDS	1. Boiler Inspection Certificates and Test Reports. Boiler inspection certificates, summary boiler inspection reports, reports of boiler water check samples, boiler water test and treatment records, and boiler reports. (Exclude boiler survey reports covered in par. 11310.2.)	Destroy when 2 years old.	3	N1-NU-86-5 / 11310/1
11310.3	POWER PLANT RECORDS	3. Treatment Records for Boiler Water. Records of check analyses by Bureau of Mines and public works offices including comments and recommendations concerning the operation of boiler water treatment facilities at activities and other related data.	Destroy when 2 years old.	3	N1-NU-86-5 / 11310/3
11330.3	WATER SUPPLY RECORDS	3. Other Records. Files documenting routine internal operation and administration of environmental quality.	Destroy when 2 years old.	3	N1-NU-86-5 / 11330/3
11350.1	REFUSE COLLECTION AND DISPOSAL RECORDS	1. Internal Operating Records. Schedules, operating procedures, equipment procurement and maintenance records and similar records necessary for operation of refuse collection services.	Destroy when 2 years old.	3	N1-NU-86-5 / 11350/1
11360.2	LIGHTING RECORDS	2. Routine Internal Administration Files.	Destroy when 2 years old or when no longer needed for reference.	3	N1-NU-86-5 / 11360/2
11370.2	HEATING RECORDS	2. Routine Internal Administration Files.	Destroy when 2 years old.	3	N1-NU-86-5 / 11370/2
11400.2b(1)	GENERAL FLEET FACILITIES RECORDS	2. Remaining Portion of Activity's General Correspondence. Records including reports and papers pertaining to the internal operation and administration of the station or facility. b. Marine Corps. (1) Standard reports of operations and activities submitted to the Commandant of the Marine Corps that are no longer essential for the performance of the activity's mission.	Destroy when 2 years old.	3	N1-NU-86-5 / 11400/2/B/1
11400.2b(2)	GENERAL FLEET FACILITIES RECORDS	2. Remaining Portion of Activity's General Correspondence. Records including reports and papers pertaining to the internal operation and administration of the station or facility. b. Marine Corps. (2) Upon disestablishment for Fleet Marine Force Activities outside CONUS.	Destroy when 2 years old.	3	N1-NU-86-5 / 11400/2/B/2

11000-17	General Administration of Construction and Design:	Information relating to routine, day-to-day operations involved with the construction and design of DON structures and facilities. Includes, but not limited to, design study data, construction status reports, inspection reports, routine administration, and inventory list of construction/design equipment.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 3 years after cutoff.	x	
11012.1c	SHORE STATION DESIGN CRITERIA RECORDS	1. Those Records, Which Pertain To the Design Process Generally Consisting Of Preliminary and Presentation Drawings, Manuals, and Computation Books. The drawings and sketches are conceptual in nature, usually showing the basic design of the structure, and include such items as the basic design of the structure, arrangement of rooms, general appearance of elevations, floor plans, and other details under consideration. c. Special Study Data. Files include engineering investigation reports and preliminary design studies.		Destroy when 3 years old or when obsolete, whichever is earlier.	3	N1-NU-86-5 / 11012/1/C
11013.4	SHORE STATION CONSTRUCTION RECORDS	4. Civil Works and Construction Status Reports. Copies of reports and related papers pertaining to status of construction work projects.		Retain on board. Destroy 1 year after termination of contract.	3	N1-NU-86-5 / 11013/4
11013.7a(1)	SHORE STATION CONSTRUCTION RECORDS	7. Inspection Reports. a. Material inspection copies. (1) Routine internal administration files.		Destroy when 2 years old.	3	N1-NU-86-5 / 11013/7/A/1
11013.8b	SHORE STATION CONSTRUCTION RECORDS	8. All Photographs and Negatives in the Possession of Officers In Charge Of Construction and Resident Officers In Charge Of Construction. Closed construction contracts for which a final decision of the contracting officer on a dispute has been received, construction contracts in which a final release reserving a claim has been received, or construction contracts for which a decision of the Armed Services Board of Contract Appeals has been received. b. All other photographs and prints.		Destroy when 2 years old.	3	N1-NU-86-5 / 11013/8/8
11010.1	SHORE STATION DEVELOPMENT RECORDS	1. Facilities Requirements Planning Records. Files include requirements analysis and asset data contained in facility planning systems.		Retain on board. Destroy when superseded or cancelled.	u	N1-NU-86-5 / 11010/1
11000-18	General Operations of Family Housing Programs:	Information relating to routine, day-to-day operations involved with DON family housing programs. Includes, but not limited to, occupant information, routine maintenance and repair, collection of rent/fees, furnishing and equipment, housing assignments and waiting lists.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 3 years after cutoff.	x	
11101.2a	FAMILY HOUSING RECORDS	2. Facility Files. A facility history record must be maintained for each facility identified on the Family Housing Property Account. For multidwelling buildings each family housing unit must have a separate facility history record. a. Occupant information. A record of occupancy will be kept for each set of quarters. Information on each permanent occupancy record will include the occupant's name, pay grade, date assigned, date vacated, and any remarks necessary for future reference.		Retain on board. Destroy when no longer required.	u	N1-NU-86-5 / 11101/2/A
11101.5	FAMILY HOUSING RECORDS	5. Collection of Rents and Charges. Tenant ledger account cards or other similar records containing summaries of occupancy and rental data for each tenant.		Destroy 3 fiscal years following close of fiscal year in which lease terminates, lapses or cancellation occurs.	3	N1-NU-86-5 / 11101/5
11000-19	Transportation and Heavy Equipment:	Information relating to routine, day-to-day operations involved with the use, procurement, and maintenance of transportation facilities, vehicles, and heavy equipment. Includes, but not limited to, status reports, equipment inventories, cost and utilization reports, operator permits, dispatch reports, operational logs, and gasoline usage. For information relating to safety issues, please use appropriate schedules in Schedule F.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 3 years after cutoff.	x	

11200.1b	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	1. General Correspondence Files of Activities and Offices. Files pertaining to the performance of functions relating to the use, procurement, and maintenance of transportation facilities and equipment, including automotive vehicles and railroad equipment, and automotive, construction, and materials handling equipment. (Exclude primary program records covered in 11000.1) b. All other activities.		Retain on board. Destroy when 3 years old.	3	N1-NU-86-5 / 11200/1/B
11200.2	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	2. Operations and Maintenance Reports Submitted to Higher Authority. Copies of reports relating to the utilization and performance of operation and maintenance functions for transportation equipment and construction and other heavy equipment and motor vehicles.		Destroy when 3 years old.	3	N1-NU-86-5 / 11200/2
11200.4a(3)	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	4. Engineer Equipment Folders for Engine or Motor Driven Engineer Equipment. Files for wheeled, tracked, skid mounted, and engine or electric driven. a. Equipment record folders and related engineer, item, age, and cost records. (3) CMC.		Destroy 3 years after receipt.	3	N1-NU-86-5 / 11200/4/A/3
11200.6b	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	6. Local Vehicle Inventory and Cost Data Reports and Related Records. Files maintained to provide operating, maintenance costs, and utilization information to COMNAVFACENGCOM, Headquarters Marine Corps, or other higher authority. b. Cost and Utilization Reports.		Destroy when 3 years old.	3	N1-NU-86-5 / 11200/6/B
11200.6c	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	6. Local Vehicle Inventory and Cost Data Reports and Related Records. Files maintained to provide operating, maintenance costs, and utilization information to COMNAVFACENGCOM, Headquarters Marine Corps, or other higher authority. c. Other related records.		Destroy when 3 years old.	3	N1-NU-86-5 / 11200/6/C
11240.3b(2)	AUTOMOTIVE RECORDS	3. Dispatch Records. b. Dispatcher's logs and work sheets; Dispatcher's logs and truck dispatcher's logs such as daily dispatching records or motor vehicles, assignment logs, work sheets, and other similar logs or control records. (2) Marine Corps Activities.		Destroy when 1 year old.	3	N1-NU-86-5 / 11240/3/B/2
11240.3e	AUTOMOTIVE RECORDS	3. Dispatch Records. e. Dispatchers' copies of shop repair orders.		Destroy when 1 year old.	3	N1-NU-86-5 / 11240/3/E
11250	BOAT OR WATER TRANSPORTATION RECORDS	1. General Correspondence Files. Schedules, reports, load lists, and similar records maintained by local activities operating regularly scheduled boat transportation services.		Destroy when 3 years old.	3	N1-NU-86-5 / 11250
11260.1	HEAVY EQUIPMENT RECORDS	1. Operation and Maintenance Files.		Destroy when 3 years old.	3	N1-NU-86-5 / 11260/1
11200.5	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	5. Vehicle Speed-Time Factor Analyses, Summaries, and Related Papers.		Destroy when 3 months old or superseded, whichever is later.	6 mo	N1-NU-86-5 / 11200/5
11230.1a	RAILWAYS AND ROLLING STOCK RECORDS	1. Construction and Railroad Equipment Dispatch Records. Construction and railroad equipment dispatch control cards and related records such as dispatchers' work sheets, conductors' records, and copies of records of shipments (railroad) received and other similar records. a. Records of Construction Force Activities.		Destroy when 3 months old.	6 mo	N1-NU-86-5 / 11230/1/A
11230.1b	RAILWAYS AND ROLLING STOCK RECORDS	1. Construction and Railroad Equipment Dispatch Records. Construction and railroad equipment dispatch control cards and related records such as dispatchers' work sheets, conductors' records, and copies of records of shipments (railroad) received and other similar records. b. Other records.		Destroy when 6 months old.	6 mo	N1-NU-86-5 / 11230/1/B
11240.3a(2)	AUTOMOTIVE RECORDS	3. Dispatch Records. a. Requests for "Self Driven" Passenger Vehicles. (2) All Other Activities.		Destroy 6 months after return of vehicle or inspection of vehicle dispatch card, whichever is earlier.	6 mo	N1-NU-86-5 / 11240/3/A/2
11240.3b(1)	AUTOMOTIVE RECORDS	3. Dispatch Records. b. Dispatcher's logs and work sheets; Dispatcher's logs and truck dispatcher's logs such as daily dispatching records or motor vehicles, assignment logs, work sheets, and other similar logs or control records. (1) Navy Activities.		Destroy when 6 months old.	6 mo	N1-NU-86-5 / 11240/3/B/1

11000-20 Transient Records:

information related to the management of installations and facilities that has minimal or no documentary or evidential value.

Trigger(s)

TEMPORARY: Destroy when 6 months old.

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11013.8a(2)(b)	SHORE STATION CONSTRUCTION RECORDS	8. All Photographs and Negatives in the Possession of Officers In Charge Of Construction and Resident Officers In Charge Of Construction. Closed construction contracts for which a final decision of the contracting officer on a dispute has been received, construction contracts in which a final release reserving a claim has been received, or construction contracts for which a decision of the Armed Services Board of Contract Appeals has been received. a. One construction progress photograph and negative of each construction print. (2) COMNAVFACENGCOM. (b) Prints determined to be of continuing value.		Retain on board. Destroy when no longer needed for reference.	u	N1-NU-86-5 / 11013/8/A/2/B
11013.8a(2)(c)	SHORE STATION CONSTRUCTION RECORDS	8. All Photographs and Negatives in the Possession of Officers In Charge Of Construction and Resident Officers In Charge Of Construction. Closed construction contracts for which a final decision of the contracting officer on a dispute has been received, construction contracts in which a final release reserving a claim has been received, or construction contracts for which a decision of the Armed Services Board of Contract Appeals has been received. a. One construction progress photograph and negative of each construction print. (2) COMNAVFACENGCOM. (c) Prints returned to OICC.		Retain on board. Destroy when no longer needed for reference.	u	N1-NU-86-5 / 11013/8/A/2/C
11014.5	SHORE STATION MAINTENANCE RECORDS	5. Preventive Maintenance Worksheets.		Retain on board. Destroy when superseded or purpose is served.	u	N1-NU-86-5 / 11014/5
11017.1	GROUNDS OR UNPAVED AREAS (LAND) RECORDS	1. Files Include Scheduling of Military Use and Procedures for Scheduling Public Use of Facilities.		Retain on board. Destroy when no longer needed.	u	N1-NU-86-5 / 11017/1
11019.1a	SHORE STATION SPECIAL PROJECTS RECORDS	1. Requirements Analysis and Assat Data. a. Records contained in a facility planning system.		Retain on board. Destroy when superseded or no longer needed for reference.	u	N1-NU-86-5 / 11019/1/A
11100.1c(2)	STRUCTURES AND FACILITIES RECORDS GENERAL	1. Navy Installation Restoration (IR) Program Records. c. IR Program Reports. Includes Preliminary Assessment Site Investigation (PASI) studies, Quality Control/Quality Assurance Reports, Confirmation Studies, Chemical Analyses, and Remedial Action Reports. (2) Maintained at inspected activity.		Retain on board. Destroy upon completion of remedial corrective action.	u	N1-NU-86-5 / 11100/1/C/2
11100.1d	STRUCTURES AND FACILITIES RECORDS GENERAL	1. Navy Installation Restoration (IR) Program Records. d. Publications. Handbooks, guides, instruction pamphlets, and report format instructions supporting the IR Program.		Destroy when cancelled or superseded.	u	N1-NU-86-5 / 11100/1/D
11152.1	DRILL AND PARADE GROUNDS RECORDS	1. Records Relating To Construction of Drill and Parade Grounds As Well As Other Paved Areas.		Destroy when no longer needed.	u	N1-NU-86-5 / 11152/1
11310.2	POWER PLANT RECORDS	2. Boiler Survey Reports. Reports relating to boiler feed water conditioning showing design data for boilers and related equipment.		Retain on board. Destroy when superseded.	u	N1-NU-86-5 / 11310/2
11320.5	FIRE PROTECTION AND FIRE FIGHTING RECORDS	5. Building Records Cards. Summary records of building fire inspections and of deficiencies uncovered.		Retain on board. Destroy when superseded by new card.	u	N1-NU-86-5 / 11320/5
11320.13	FIRE PROTECTION AND FIRE FIGHTING RECORDS	13. Fire Hose Record Cards. Cards or other similar records reflecting the age and serial number of each piece of hose and the results of periodic tests.		Retain on board. Destroy when hose is removed from service.	u	N1-NU-86-5 / 11320/13
11320.15	FIRE PROTECTION AND FIRE FIGHTING RECORDS	15. Fire Apparatus Inspection Records. Card summaries reflecting periodic inspections of fire department vehicles.		Retain on board. Destroy when card is filled.	u	N1-NU-86-5 / 11320/15
11320.19	FIRE PROTECTION AND FIRE FIGHTING RECORDS	19. Custody Receipts for Fire Fighting Clothing Issues.		Retain on board. Destroy when clothing is returned.	u	N1-NU-86-5 / 11320/19
11330.2	WATER SUPPLY RECORDS	2. Regulations, Standards, and Guidelines.		Retain on board. Destroy when superseded.	u	N1-NU-86-5 / 11330/2
11000-21	Cemeteries.	Information relating to the operation of cemeteries. Includes, but not limited to, certifications of titles, deeds, site maps, or photographs; declaration of taking or condemnations; and other related papers.	Triggers(s)	TEMPORARY: Destroy when facility is disestablished.	x	
11170.1	CEMETERIES RECORDS	1. Records Relating To Cemeteries. Files consisting of certifications of titles, deeds, site maps, or photographs; declaration of taking or condemnations; and other related papers.		Retain on board. Destroy when facility is disestablished.	u	N1-NU-86-5 / 11170/1

11000-22	Installations/Facilities History	Information related to individual history of DON installations and facilities. Includes, but not limited to, locations, design and maintenance of facilities ashore.	Trigger(s)	TEMPORARY: Destroy when building or facility is sold, transferred, or demolished.	x	
11000.4	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	4. Facilities History Cards. Contains information related to locations, design and maintenance of facilities ashore.		Retain on board. Destroy after building or facility is reported as disposed of.	u	N1-NU-86-5 / 11000/4
11013.3	SHORE STATION CONSTRUCTION RECORDS	3. Field Survey, Test, and Exploration Documents. Field survey notes or reports and other summary records of exploration data including pile driving data, soil density data, summary concrete and other material test and strength evaluation records, and other exploration data having continuing scientific or technical research value.		Retire to nearest FRC when 5 years old. Destroy when structure is sold, transferred, or demolished.	u	N1-NU-86-5 / 11013/3

11000-23	Architectural, Engineering, and Design Plans/Drawings for Temporary or Non-Significant Structures:	Architectural drawings, design criteria, status reports, and other information related to temporary structures or those that are not considered significant or historical. Includes Drawings of systems, structures, buildings, or of buildings not critical to the mission of the DoD. Also includes drawings prepared during contract negotiations for any structure (significant or not), drawings related to electrical, plumbing, heating, or air conditioning projects, or drawings superseded by final working/as built drawings. Also includes non-policy procedures and standards, project execution, status, and inspection reports, and construction, alteration, overhaul, repair, salvage, maintenance or construction plans related to such structures.	Trigger(s)	TEMPORARY: Transfer to new owner if structure is sold or transferred. Destroy if structure is demolished.	x	
11010.3	SHORE STATION DEVELOPMENT RECORDS	3. Indexes or Listings for Identification. Listings of drawings that are associated with contracts.		Destroy when contract is completed.	u	N1-NU-86-5 / 11010/3
11012.1d	SHORE STATION DESIGN CRITERIA RECORDS	1. Those Records, Which Pertain To the Design Process Generally Consisting Of Preliminary and Presentation Drawings, Manuals, and Computation Books. The drawings and sketches are conceptual in nature, usually showing the basic design of the structure, and include such items as the basic design of the structure, arrangement of rooms, general appearance of elevations, floor plans, and other details under consideration. d. Design Computations. Essential design data contained in computation books, folders, or the microfilm negatives thereof.		Retain on board. Transfer to new owner if structure is sold or transferred. Destroy if structure is demolished.	u	N1-NU-86-5 / 11012/1/D
11013.1a(1)	SHORE STATION CONSTRUCTION RECORDS	1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications. a. Drawings filmed on 105 mm or 35 mm silver film. (1) Silver film copy maintained at NAVFACENGCOM Record Drawing Film File, Port Hueneme, CA.		Vital record copy, destroy only when directed by COMNAVFACENGCOM.	u	N1-NU-86-5 / 11013/1/A/1
11013.1a(5)	SHORE STATION CONSTRUCTION RECORDS	1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications. a. Drawings filmed on 105 mm or 35 mm silver film. (5) Original "record" drawings and as-built drawings not included in SSIC 11013.1.a(4)		Transfer to new owner if structure is sold or transferred. Destroy if structure is demolished.	u	N1-NU-90-3 / 1
11013.1a(6)	SHORE STATION CONSTRUCTION RECORDS	1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications. a. Drawings filmed on 105 mm or 35 mm silver film. (6) Intermediate and prefinal drawings, final working drawings, shop drawings, repair and alteration drawings, standard drawings and specifications.		Destroy when microfilm has been verified.	u	N1-NU-86-5 / 11013/1/A/5
11013.1b(2)	SHORE STATION CONSTRUCTION RECORDS	1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications. b. Original drawings that have not been filmed. (2) Intermediate and prefinal drawings, final working drawings, shop drawings, repair and alteration drawings, standard drawings and specifications.		Destroy when structure is sold, transferred, or demolished or when 40 years old, whichever is earlier.	u	N1-NU-86-5 / 11013/1/B/2

11013.1d	SHORE STATION CONSTRUCTION RECORDS	1. Construction Drawing. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "records" drawings, shop drawings, repair and alteration drawings, standards drawings, and specifications. d. Blueprints or other copies that duplicate original drawings, drawings not used in construction or alteration, drawings used to negotiate contracts, drawings used to assign floor space.		Retain on board. Destroy when superseded or purpose is served.	u	N1-NU-86-5 / 11013/1/D
11013.2	SHORE STATION CONSTRUCTION RECORDS	2. Construction Drawings, which are not covered in SSIC 11013.1.		Retain on board. Destroy when purpose is served.	u	N1-NU-86-5 / 11013/2
11100.2	STRUCTURES AND FACILITIES RECORDS GENERAL	2. Drawings or Plans. Records include blueprints, etc., of structures (buildings) copies of drawings or plans for each building or other structure at a naval activity or other installation including plans for layout, machinery, and electrical wiring. Records accumulated by naval activities and Public Works Centers only.		Destroy when structure is transferred or demolished.	u	N1-NU-86-5 / 11100/2

11000-24	Vehicles and Heavy Equipment Maintenance:	Information relating to the maintenance of vehicles and heavy equipment. Includes, but not limited to, work requests, job orders, and turn-in and issue slips.	Trigger(s)	TEMPORARY: Destroy when superseded or vehicle is overhauled or reported as disposed of.	x	
11200.4a(1)	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	4. Engineer Equipment Folders for Engine or Motor Driven Engineer Equipment. Files for wheeled, tracked, skid mounted, and engine or electric driven. a. Equipment record folders and related engineer, item, age, and cost records. (1) Navy activities.		Retain on board. Transfer folders with equipment. Destroy after disposition of equipment.	u	N1-NU-86-5 / 11200/4/A/1
11200.4a(2)	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	4. Engineer Equipment Folders for Engine or Motor Driven Engineer Equipment. Files for wheeled, tracked, skid mounted, and engine or electric driven. a. Equipment record folders and related engineer, item, age, and cost records. (2) Marine Corps activities.		Retain on board. Forward cost record to Commandant of the Marine Corps when equipment is ordered to redistribution and disposal.	u	N1-NU-86-5 / 11200/4/A/2
11200.4b(1)	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	4. Engineer Equipment Folders for Engine or Motor Driven Engineer Equipment. Files for wheeled, tracked, skid mounted, and engine or electric driven. b. Unsatisfactory equipment report. (1) Equipment transfer before corrective action completed.		Retain on board. Transfer report and equipment record folder with equipment.	u	N1-NU-86-5 / 11200/4/B/1
11200.4d	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	4. Engineer Equipment Folders for Engine or Motor Driven Engineer Equipment. Files for wheeled, tracked, skid mounted, and engine or electric driven. d. Work requests, job orders, and turn-in and issue slips. Copies used to post to engineer, item, age, and cost record.		Retain on board. Destroy when material is received and cost data is recorded.	u	N1-NU-86-5 / 11200/4/D
11200.4e	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	4. Engineer Equipment Folders for Engine or Motor Driven Engineer Equipment. Files for wheeled, tracked, skid mounted, and engine or electric driven. e. Work sheets pertaining to maintenance of equipment.		Destroy when equipment is removed from inventory.	u	N1-NU-86-5 / 11200/4/E
11200.7	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	7. Automotive/Construction Equipment Technical Control EAM Cards.		Retain on board. Destroy when vehicle is transferred or sold.	u	N1-NU-86-5 / 11200/7
11200.8	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	8. Preventive Maintenance (PM) Files. PM service and inspection for construction and allied equipment forms, railroad card forms, weight lifting mechanical records, and gasoline and diesel engine records.		Destroy when equipment is removed from inventory.	u	N1-NU-86-5 / 11200/8
11240.6	AUTOMOTIVE RECORDS	6. Limited Technical Inspection Reports Of Motor Vehicles.		Retain on board. Destroy when superseded or vehicle is overhauled or reported as disposed of.	u	N1-NU-86-5 / 11240/6
11240.7a	AUTOMOTIVE RECORDS	7. Motor Vehicle Stock Account Record Cards. a. Plant and organic account records. Cards forwarded to Navy Department or to the CMC when vehicle is modified or transferred from Navy or Marine Corps custody.		Retain on board. Destroy when vehicle is transferred from Navy or Marine Corps custody.	u	N1-NU-86-5 / 11240/7/A

11000-25 GRS 3.1a - Real Property Files:

Title papers documenting the acquisition of real property assets (by purchase, condemnation, donation, exchange, or otherwise), including correspondence and other records documenting the acquisition and disposal of land and appurtenance acquired/disposed with the land. Files consist of preliminary reports of title, letters of approval, declarations of taking or of condemnations, copies of titles and deeds, easement records, transfer of title papers and transcript of proceedings.

TEMPORARY: Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.

x

11011.2a	REAL ESTATE RECORDS	<p>2. Correspondence and Other Records Documenting the Acquisition and Disposal of Land, Real Property Construction, Upgrades and or Improvements.</p> <p>a. Title papers documenting the acquisition of real property assets (by purchase, condemnation, donation, exchange, or otherwise), including correspondence and other records documenting the acquisition and disposal of land and appurtenance acquired/disposed with the land. Files consist of preliminary reports of title, letters of approval, declarations of taking or of condemnations, copies of titles and deeds, easement records, transfer of title papers and transcript of proceedings. (See SSIC 5032 for street, facility, and area names policy records.)</p>	<p>Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.</p> <p>NOTE: Records relating to property acquired prior to 1 January 1921 are not covered under this disposition and must be scheduled by submission of a SF 115.</p>	10	GRS 3.1a
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11000-26	GRS 3.9 - Inventory Files:	Includes inventory lists, inventory cards and reports of survey files and other papers used as evidence for adjustment of inventory records.	cutoff	TEMPORARY: Destroy when 2 year old.	x	
11200.6a	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	6. Local Vehicle Inventory and Cost Data Reports and Related Records. Files maintained to provide operating, maintenance costs, and utilization information to COMNAVFACENGCOM, Headquarters Marine Corps, or other higher authority. a. Inventories.		Destroy when 2 years old.	3	GRS 3.9a
11320.20	FIRE PROTECTION AND FIRE FIGHTING RECORDS	20. Equipment Inventories. Stock cards or other records of materials and equipment on hand in fire department shops.		Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.	3	GRS 3.9b
11270.1a	ENGINEER SUPPLIES AND CONSTRUCTION EQUIPMENT RECORDS	1. Inventory Lists of Engineering Supplies and Construction Equipment and Stock Status. a. Serial numbers.		Destroy 2 years after date of survey action or date of posting medium.	3	GRS 3.9c

11000-27	GRS 4.6 - Real Property Files (Transfer)	Records necessary or convenient for the use of real property sold, donated, or leased to non-federal ownership, including: 1) pertinent as determined by the receiving agency, title maps and surveys, plat plans, architect's sketches, working papers, preliminary drawings, blueprints, master drawings, utility outlet plans, equipment location plans, specifications, construction program photographs, inspection reports, building and equipment management and maintenance records, allowance bills, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical or historical purposes, the user agrees to return them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes. NOTE: Case files on the disposal of surplus real and related personal property and records real property reports are not covered by this title because some of these files may have long-term legal value. Agencies must schedule these series by submission of SF 115 as Note.	Transfer	Transfer to non-federal upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	4	GRS 4.6
11011.2b	REAL ESTATE RECORDS	a. Real Estate Records Necessary or Convenient for the Use of Property or Equipment Sold or Transferred to Other Control. b. Other Files. Such as maintenance history records of other modifications, etc.		Transfer to non-federal upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	4	GRS 4.6

11000-28	GRS 8.1 - Plant, Cost, and Stores General Correspondence Files:	Correspondence files of units responsible for plant, cost, and stores accounting operations.	cutoff	TEMPORARY: Destroy when 2 years old.	x	
11016.1	PLANT PROPERTY RECORDS	1. General Correspondence Files. Files include reports and other papers relating to the maintenance of machinery and equipment and other plant property.		Destroy when 3 years old.	3	GRS 8.1
11000-29	GRS 10.1 - Motor Vehicle Correspondence Files:	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	cutoff	TEMPORARY: Destroy when 2 years old.	x	GRS 10.1
11200.1a	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	1. General Correspondence Files of Activities and Offices. Files pertaining to the performance of functions relating to the use, procurement, and maintenance of transportation facilities and equipment, including automotive vehicles and railroad equipment, and automotive, construction, and materials handling equipment. (Exclude primary program records covered in 11000.1) a. Construction Force Activities.		Destroy when 2 years old.	3	GRS 10.1
11200.9	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	9. Transportation Facilities Files. Activity transportation analyses and related correspondence.		Retain on board. Destroy when 2 years old.	3	GRS 10.1
11000-30	GRS 10.2 - Motor Vehicle Operating and Maintenance:	Operating records including those relating to gas and oil consumption, dispatching, and scheduling. Also includes maintenance records, including those relating to service and repair.	cutoff	TEMPORARY: Destroy when 1 year old.	x	GRS 10.2
11200.4c	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	4. Engineer Equipment Folders for Engine or Motor Driven Engineer Equipment. Files for wheeled, tracked, skid mounted, and engine or electric driven. c. Operational Logs.		Destroy when 3 months old.	6 mo	GRS 10.2a
11240.3a(1)	AUTOMOTIVE RECORDS	3. Dispatch Records. a. Requests for "Self Driven" Passenger Vehicles. (1) Naval Construction Force Activities.		Destroy when 3 months old.	6 mo	GRS 10.2a
11240.3c(2)	AUTOMOTIVE RECORDS	3. Dispatch Records. c. Operators' inspection guides and trouble reports. Vehicle and equipment operational records and other similar operational reports. (2) Vehicle not involved in an accident.		Destroy when 3 months old.	6 mo	GRS 10.2a
11240.3f	AUTOMOTIVE RECORDS	3. Dispatch Records. f. Other daily operating reports for individual vehicles.		Destroy when 3 months old.	6 mo	GRS 10.2a
11240.4	AUTOMOTIVE RECORDS	4. Daily Gasoline Reports.		Destroy when 3 months old.	6 mo	GRS 10.2a
11200.4b(2)	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	4. Engineer Equipment Folders for Engine or Motor Driven Engineer Equipment. Files for wheeled, tracked, skid mounted, and engine or electric driven. b. Unsatisfactory equipment report. (2) Equipment not transferred or transferred after corrective action completed.		Retain on board. Destroy when 1 year old.	3	GRS 10.2b
11240.3c(1)	AUTOMOTIVE RECORDS	3. Dispatch Records. c. Operators' inspection guides and trouble reports. Vehicle and equipment operational records and other similar operational reports. (1) Vehicle involved in an accident.		Retain on board. Destroy when 1 year old.	3	GRS 10.2b
11240.9	AUTOMOTIVE RECORDS	9. Motor Vehicle Record Folders for Marine Corps Commercial Vehicles. Preventive maintenance schedule and record and vehicle maintenance costs report summary records of loans of motor vehicles.		Destroy when 1 year old.	3	GRS 10.2b
11240.10	AUTOMOTIVE RECORDS	10. Operating/Maintenance Costs and Utilization Reports. Files pertaining to Marine Corps commercial vehicles.		Destroy when 1 year old.	3	GRS 10.2b
11000-31	GRS 10.3 - Motor Vehicle Cost Files:	Motor vehicle ledger and worksheets providing cost and expense data.	cutoff	TEMPORARY: Destroy 3 years after discontinuance of ledger or date of worksheet.	x	GRS 10.3

11240.1b	AUTOMOTIVE RECORDS	1. Automotive Utilization, Operation, and Maintenance Records. Correspondence and other records relating to the utilization, operations, and maintenance of automotive vehicles. Records include: automotive vehicle utilization summaries maintenance and running cost reports for automotive, materials handling equipment, and construction and allied equipment transportation maintenance-overhead analysis maintenance cost reports; materials handling equipment cost reports; daily vehicle trip and mileage reports; records pertaining to gasoline usage; credit cards; and other similar or related papers and correspondence. b. Operating/maintenance cost and utilization reports of marine corps commercial vehicles.		Destroy 3 years after discontinuance of ledger or date of worksheet.	3	GRS 10.3
11000-32	GRS 10.4 - Motor Vehicle Report Files:	Reports on motor vehicles (other than accident, operating, and maintenance reports) includes, but not limited to, SF 82-Agency Report of Motor Vehicle Data.	cutoff	TEMPORARY: Destroy 3 years after date of report.	x	GRS 10.4
11200.3	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	3. Local Reports and Records of Equipment Allowances. Files for construction, firefighting, railroad, utility, weight-hand-ling, and other equipment.		Destroy 3 years after date of report.	3	GRS 10.4
11240.1a	AUTOMOTIVE RECORDS	1. Automotive Utilization, Operation, and Maintenance Records. Correspondence and other records relating to the utilization, operations, and maintenance of automotive vehicles. Records include: automotive vehicle utilization summaries maintenance and running cost reports for automotive, materials handling equipment, and construction and allied equipment transportation maintenance-overhead analysis maintenance cost reports; materials handling equipment cost reports; daily vehicle trip and mileage reports; records pertaining to gasoline usage; credit cards; and other similar or related papers and correspondence. a. Records relating to individual vehicles.		Destroy when 3 years after date of report.	3	GRS 10.4
11000-33	GRS 10.5 - Motor Vehicle Accident Files:	Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident Report, investigative reports, and SF 94, Statement of Witness.	Trigger(s)	TEMPORARY: Destroy 6 years after case is closed.	x	GRS 10.5
11240.8	AUTOMOTIVE RECORDS	8. Motor Vehicle Accident Reports. Transportation office's copies of reports together with copies of pertinent investigating officer's reports and other supporting papers. (NOTE: When accident results in death or injury to persons or privately owned property, special care should be taken to ensure that all pertinent records are reserved for forwarding to the legal office and the Judge Advocate General, as required.)		Retain on board. Destroy 6 years after case is closed.	7	GRS 10.5
11000-34	GRS 10.6 - Motor Vehicle Release Files:	Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle.	Trigger(s)	TEMPORARY: Destroy 4 years after vehicle leaves agency custody.	x	GRS 10.6
11240.2	AUTOMOTIVE RECORDS	2. U.S. Government Certificates of Release of Motor Vehicles.		Retain on board. Destroy 4 years after disposition of vehicle.	7	GRS 10.6
11000-35	GRS 10.7 - Motor Vehicle Operator Files:	Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	cutoff	TEMPORARY: Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.	x	GRS 10.7
11240.3d	AUTOMOTIVE RECORDS	3. Dispatch Records. d. Operators' Permits such as U.S. Government Operator's Permits and Motor Vehicle Operator's Permits.		Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.	3	GRS 10.7

11240.5	AUTOMOTIVE RECORDS	5. Correspondence and Other Records Relating To Issuing and Revoking Of Drivers Permits.		Retain on board. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate government owned vehicle, whichever is earlier.	3	GRS 10.7
11000-36	GRS 15.2a - Housing Maintenance and Repair, Summary Record:	Maintenance and repair records for individual units. Summary card or ledger record.	cutoff	TEMPORARY: Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.	x	GRS 15.2a
11101.3	FAMILY HOUSING RECORDS	3. Records Documenting the Maintenance and Repair and Improvements of Government Controlled Housing Units. Files consist of individual unit record cards, summary records of alterations, improvements, extensions, and major repairs to quarters.		Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or removed from naval cognizance.	3	GRS 15.2a
11000-37	GRS 15.2b - Housing Maintenance and Repair, work orders:	Maintenance and repair records for individual units. Work orders, requisitions, and related papers involved in repair and maintenance work.	cutoff	TEMPORARY: Destroy 3 fiscal years following close of fiscal year in which work is done.	x	GRS 15.2b
11101.4	FAMILY HOUSING RECORDS	4. Work Orders, Requisitions, and Related Papers Involving Minor Repair and Maintenance Work.		Destroy 3 fiscal years following close of fiscal year in which work is done.	3	GRS 15.2b
11000-38	GRS 15.3 and 15.7 - Housing Management Files:	Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data. Includes housing applications.	cutoff	TEMPORARY: Destroy when 2 years old.	x	GRS 15.3/7
11101.8	FAMILY HOUSING RECORDS	8. Reports Relating To Housing Management. Files include data concerning units, public quarters, rental housing, trailers and trailer sites, and copies of reports submitted to higher authority.		Destroy when 2 years old.	3	GRS 15.3
11101.7a	FAMILY HOUSING RECORDS	7. Local Housing Control Records. Card, log, or other records of applicants or of housing (occupancy) assignments; waiting lists; and other similar local control records. a. Waiting lists and applicant data cards.		Retain on board. Destroy when 2 years old.	3	GRS 15.7b
11101.7b(1)	FAMILY HOUSING RECORDS	7. Local Housing Control Records. Card, log, or other records of applicants or of housing (occupancy) assignments; waiting lists; and other similar local control records. b. Other records (1) Marine Corps activity log books of applicants.		Destroy when 2 years old.	3	GRS 15.7b
11000-39	GRS 15.4 - Housing Lease Files:	Copies of leases, renewals, termination notices, and related documents.	cutoff	TEMPORARY: Destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later.	x	GRS 15.4
11101.2b	FAMILY HOUSING RECORDS	2. Facility Files. A facility history record must be maintained for each facility identified on the Family Housing Property Account. For multidwelling buildings each family housing unit must have a separate facility history record. b. Other occupancy information. In addition to the information relating to the permanent occupancy history record, other information pertaining to the occupancy of Government quarters. This information will include copies of the forms for Basic Allowance Quarters (BAQ) termination or reinstatement, notice of intent to vacate, supporting documentation for any actions affecting that particular occupant, such as mandatory assignment or eviction, and all individual correspondence between the occupant and the housing organization.		Destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later.	3	GRS 15.4

11000-40	GRS 15.6 - Housing Inventory Files:	Furnishing inventory files, pertaining to items included in furnished units.	cutoff	TEMPORARY: Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.	x	GRS 15.6
11101.6	FAMILY HOUSING RECORDS	6. Furnishing and Equipment Inventory Files. Maintain a current inventory of family housing furniture and equipment to include all items in quarters, in storage, or being repaired. The inventory should reflect current location by building and unit number. Equipment should be identified by year, manufacturer, size, model number and serial number in order to preserve the accuracy of the total inventory.		Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.	3	GRS 15.6

11000-41	GRS 17.5 - Contract Negotiation Drawings:	Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.	cutoff	TEMPORARY: Destroy when the final working/as-built drawings have been produced.	x	GRS 17.5
11012.1a	SHORE STATION DESIGN CRITERIA RECORDS	1. Those Records, Which Pertain To the Design Process Generally Consisting Of Preliminary and Presentation Drawings, Manuals, and Computation Books. The drawings and sketches are conceptual in nature, usually showing the basic design of the structure, and include such items as the basic design of the structure, arrangement of rooms, general appearance of elevations, floor plans, and other details under consideration. a. Drawings and sketches. Original and microform drawings and sketches including preliminary, presentations and submittals.		Destroy when the final working/as-built drawings have been produced	u	GRS 17.5

11000-42	GRS 18.9 and 18.11 - Fire Protection Surveys, Inspections, and Investigations:	Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Includes investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other	cutoff	TEMPORARY: Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.	x	GRS 18.9/11
11320.8	FIRE PROTECTION AND FIRE FIGHTING RECORDS	8. Reports of Fire Protection and Resurveys.		Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.	3	GRS 18.9
11320.9	FIRE PROTECTION AND FIRE FIGHTING RECORDS	9. Reports of Fire Investigations.		Destroy when 2 years old.	3	GRS 18.11

11000-43	GRS 1.1 040 - Cost Accounting for Stores, Inventory, and Materials:	Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency; such as: <ul style="list-style-type: none"> • invoices or equivalent papers used for inventory accounting purposes • inventory accounting returns and reports • working files used in accumulating inventory accounting data • plant account cards and ledgers, other than those pertaining to structures • cost accounting reports and data • depreciation lists/costs • contractor cost reports re contractor-held government-owned materials and parts • receiving, inspection, and acceptance documentation 	Trigger(s)	TEMPORARY: Destroy when 3 years old, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0003-0012
11016.2a	PLANT PROPERTY RECORDS	2. Plant Property Accounting Card and Ledger Records, other than those pertaining to structures. a. Plant account cards and ledgers.		Retain on board. Destroy 3 years after item is withdrawn from plant account.	3	GRS 8.5
11300.3	GENERAL UTILITIES AND SERVICES RECORDS	3. Special Consolidated Utility Cost Reports. Copies accumulated by public works activities or offices. (See Chapter 7 for other cost accounting records.)		Retain on board. Destroy when 3 years old.	3	GRS 8.6b
11000-44	GRS 1.1 050 - Construction Contractors' Payroll Files:	Agency copy of contractors' payrolls for construction contracts submitted in accordance with Department of Labor regulations, with related certifications, anti-kickback and other affidavits, and other related papers.	cutoff	TEMPORARY: Destroy 3 years after completion of contract or conclusion of contract being subject to an enforcement action, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0003-0003
11013.5	SHORE STATION CONSTRUCTION RECORDS	5. Labor Standard Inspection Reports and Copies of Contractors Weekly Payroll Affidavits.		Destroy 3 years after completion of contract unless contract performance is under enforcement action on such date.	3	GRS 3.11
11000-45	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
11000.6a	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	6. Production Management System (PWC/MIS). This system, sponsored by CNO (N-44), provides support to Naval Base Public Works Centers production forces. The system provides reference number assignment to management programs, work progress analysis, shop loading data, work scheduling information, and monitors facilities inspection programs. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11000/6/A

11000.7a	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	7. H30 System. A planning and scheduling system to provide automated support for the production management offices of Public Works Departments. The system provides capabilities to add, update, and delete records; update the data base with computed task start date, task end date, and job completion date; and print various scheduling, planning, backlog, and management reports. Provides a tracking system for work requests, planning and estimating jobs, and minor work. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11000/7/A
11000.8a	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	8. Allowance Material Management System. This data system provides information to support Reserve Naval Construction Forces allowance material stored at permanent drill sites and Construction Battalion Centers (CBCs). System also provides information on Naval Construction Force allowance material stored in containers at CBCs and deployment sites. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11000/8/A
11010.4a	SHORE STATION DEVELOPMENT RECORDS	4. NAVOSH Deficiency Abatement Program/MIS. The Occupation Safety and Health Deficiency Abatement Program/Management Information System (DAP/MIS) provides information on the current status of funding NAVOSH Deficiency Abatement Projects, as well as justifications and priorities for each project. Each DAP/MIS project exhibit fully describes the safety or health hazard, the interim control measures, and the proposed corrective action. The relevant legal compliance standard, cost summary, and project schedule dates are provided. The system is sponsored by CNO (N44) and maintained at the Facilities Systems Office (FACSO), Port Hueneme. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11010/4/A
11010.5a	SHORE STATION DEVELOPMENT RECORDS	5. Naval Facility Assets Data Base. A single source of data describing facilities for use in planning, management and inventory control. It provides a record of financial and physical data on individual Navy facilities, i.e. buildings, structures, utilities, and land. System is maintained at FACSO Port Hueneme. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11010/5/A
11010.6a	SHORE STATION DEVELOPMENT RECORDS	6. Shore Facilities Planning System. This system was established to determine the basic facility requirements at shore activities to insure the completion of assigned mission. The system compiles lists of essential facilities; compares existing assets with requirements producing a list of facility surpluses and deficiencies. The system provides for the development of construction projects and the entry of these projects into the military construction requirements list. Facility requirement plans are produced for shore activity hosts and tenants. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11010/6/A
11012.7a	SHORE STATION DESIGN CRITERIA RECORDS	7. Design Management Information System. Information in this system is used to plan the engineering and design investment, to organize the in-house architect/engineer contract force, to manage staffing, and to control and direct the execution of the total design process. The system is maintained at FACSO Port Hueneme and supports NAVFACENCOM Headquarters and Field Divisions. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11012/7/A
11013.10a	SHORE STATION CONSTRUCTION RECORDS	10. Facilities Planning Model. This system enables automated computation of facilities requirements. The model is an interactive process through which planners enter data on base loading. The system compares facility requirements with asset records in the Naval Facilities Assets Data Base to determine surpluses and deficiencies, and to price out costs of rehabilitation, additional new construction and facilities maintenance. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup	o	N1-NU-86-5 / 11013/10/A
11013.11a	SHORE STATION CONSTRUCTION RECORDS	11. Contingency Resources Data Base (CRDB). This system is used by NAVFACENCOM Headquarters to prepare port, airfield, and construction capability reports for use by the Fleet Commanders in Chief, CNO, and the Joint Chiefs of Staff. System interfaces with the Joint Operation Planning System Port File, Fleet Intelligence Center Port Files, and the Defense Mapping Agency Automated Air Facilities Information File. System is maintained at FASCO Port Hueneme. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup	o	N1-NU-86-5 / 11013/11/A
11014.7a	SHORE STATION MAINTENANCE RECORDS	7. Navy-Wide Annual Inspection Summary. This system processes maintenance deficiencies noted on inspections of Navy shore activities. Periodic reports for each command are forwarded to major claimants for submission to CNO (OP-44). System is maintained at FACSCO Port Hueneme. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup	o	N1-NU-86-5 / 11014/7/A

11100.5a	STRUCTURES AND FACILITIES RECORDS GENERAL	5. Navy Pollution Control Projects Reporting System. Source documents for the system are proposed projects for pollution abatement funding submitted to NEESA by activities, submajor or major claimants. A Pollution Control Report is published twice a year by NEESA. Special reports are furnished on request. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11100/5/A
11100.6a	STRUCTURES AND FACILITIES RECORDS GENERAL	6. Navy Air Pollution Source Information System (NAPIS). Data on stationary air pollution sources is collected by the NEESA and incorporated into a computerized emission inventory system. Information on abatement, monitoring equipment, and emissions is accessible. File is updated monthly. A complete master file report and a summary report are produced annually. Provides users with data on the locations, magnitude, frequency, duration, legal limit, and relative contribution of air emission sources at all Navy and Marine Corps activities. Provides information for quantifying emissions for an activity using mass emission factors, for predicting ambient air quality, for the design/modification and evaluation of air pollution abatement facilities, for comparing emission data for similar sources, for determining pollutant concentrations and dispersion by short stuck modeling, for quantifying types and amounts of fuel consumed, and for developing and updating air episode plans. System supports the NEESA and the NAVFACENGCOM Field Divisions. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11100/6/A
11100.7a	STRUCTURES AND FACILITIES RECORDS GENERAL	7. Category Code Directory. An automated data base containing the Department of the Navy Facility Category Codes, category code nomenclature, and units of measure used for identifying, classifying, and quantifying facility requirements and assets. The system is maintained by FASCO Port Hueneme and supports NAVFAC HQ, NAVFACENGCOM Field Divisions, and all major claimants and resource sponsors. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11100/7/A
11100.8a	STRUCTURES AND FACILITIES RECORDS GENERAL	8. Base Loading System. Extracts and tabulates current and projected personnel strength information to be used as the basis for the family and unaccompanied personnel housing survey systems and the shore facilities planning system. Generates reports required by the Office of the Secretary of Defense (OSD) to support the Navy's annual Family Housing, Unaccompanied Personnel Housing, and other MCON programs before Congress. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11100/8/A
11100.9a	STRUCTURES AND FACILITIES RECORDS GENERAL	9. Defense Environmental Status Report (DESR) System. A database containing a wide variety of environmental information including the provisions of federal, state, and local laws. System is maintained by the NEESA and supports NAVFACENGCOM and the EFDs. Data is stored at FASCO and NEESA. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11100/9/A
11101.9a	FAMILY HOUSING RECORDS	9. Family Housing Survey. A Navy-wide system supporting shore activities. System provides statistical data on family size, composition, adequacy of current housing, and preference. System summarizes gross assets and housing requirements and projects future utilization and planning for each activity. System maintained at FASCO Port Hueneme. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11101/9/A
11101.10a	FAMILY HOUSING RECORDS	10. Housing Inventory Utilization and Occupancy System. System provides statistics on the utilization and occupancy of military family housing assigned to naval activities including the number and rank of personnel supported. Identifies downtime, turnover rates, and occupancy rates to assist in identifying deficiencies. System is sponsored by CNO (N44), maintained by FASCO Port Hueneme, and supports NAVFACENGCOM HQ and Field Divisions. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11101/10/A
11101.11a	FAMILY HOUSING RECORDS	11. Housing Data System (PWC/MIS). This system assists family housing managers and other housing department personnel in providing personnel support to applicants and occupants and in managing family housing assets at naval activities. The system supports assignment, referral, fund control, maintenance planning, and furnishings control functions. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11101/11/A

11101.12a	FAMILY HOUSING RECORDS	12. Family Housing. A family Housing Management System usually maintained on a microcomputer by individual shore activities supporting family housing units. System consists of five submodules: referral module, waiting list module, occupancy module, maintenance module, and incident/complaint module. System produces a variety of reports from each module. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11101/12/A
11101.13a	FAMILY HOUSING RECORDS	13. Marine Corps Housing Automated System (MCHAS). System that documents statistics on the utilization and occupancy of military family housing assigned to Marine Corps installations. This electronic system identifies downtime, turnover rates, and occupancy rates to assist in determining deficiencies to family housing managers and other housing department personnel. This information is used to manage and provide support to family housing applicants and occupants. The system supports assignment, referral, fund control, maintenance planning, and furnishings control functions. NOTE: System data has been migrated to the Electronic Navy Housing System (eNH). Effective 2008 the Marine Corps Housing Automated system (MCHAS) is no longer in use. a. MCHAS System master data files migrated to eNH		Destroy when data from MCHAS has been migrated to the Electronic Navy Housing System (eNH), verified and quality control measures have been performed and adhered to.	o	N1-127-08-3 / 1
11103.1a	OTHER HOUSING RECORDS	1. Unaccompanied Personnel Housing Survey. System processes statistical data on the projected number of single personnel by rank or rate and transient status. Helps determine the adequacy of existing assets. Data is used to justify projects for new construction or modernization of unaccompanied personnel housing and support facilities. System is maintained at FACSO Port Hueneme and supports NAVFACENGCOM HQ, the NAVFACENGCOM Field Divisions, and individual shore activities. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	o	N1-NU-86-5 / 11103/1/A
11160.1a	STORAGE STRUCTURES AND FACILITIES RECORDS	1. Inventory Storage Space Redesign System. This system supplies Naval Supply Systems Command and the Office of the Assistant Secretary of Defense (Comptroller) with automated reports containing information on storage space requirements and space availability of Navy and Marine Corps air support shore activities. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup	o	N1-NU-86-5 / 11160/1/A
11200.10a	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	10. Best-Transportation System. A transportation management system maintained by FACSO Port Hueneme to support individual shore activities. The fuel automated data module provides fuel control, vehicle utilization tracking, and preventive maintenance scheduling. The operations segment of the system provides vehicle utilization information as well as operator man-hour usage. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11200/10/A
11200.11a	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	11. Transportation Cost Reporting System (TCRPS). The TCRPS provides maintenance and operations costs as well as utilization information on automotive, construction, fire-fighting, railway, freight handling, materials handling, and other transportation equipment owned by the Navy. Raw data are collected and processed annually for Navy activities with at least 50 units of applicable equipment. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11200/11/A
11240.11a	AUTOMOTIVE RECORDS	11. Inventory and Registration (Case/MIS). A transportation management series sponsored by CNO (N44) and maintained by FACSO Port Hueneme. Systems provides accounting, budgetary, and management information concerning acquisition, movement, assignment, and disposition of automotive, construction, and specialized equipment held by all Navy activities. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11240/11/A
11300.5a	GENERAL UTILITIES AND SERVICES RECORDS	5. Public Works MIS-Emergency Service. System provides an automated means for managing emergency/service (E/S) work and to identify the magnitude of E/S work in terms of manpower requirements, craft, and responsible time required to provide E/S support. The system identifies equipment and/or facilities requiring excessive amounts of E/S support. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11300/5/A
11300.6a	GENERAL UTILITIES AND SERVICES RECORDS	6. Utilities Procurement Analysis. System inventories the utility procurement of the Navy shore establishment and provides a review and audit capability. System complements the official record of actions under utility contracts, which is kept following DAR 1-308. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11300/6/A

11300.7a	GENERAL UTILITIES AND SERVICES RECORDS	7. Computer-Assisted Utility System. A system used by NAVFACENGCOM Field Division utilities engineers to plan utilities systems for new construction and major modifications to existing structures. The system analyzes the operation and efficiency of power distribution and generating systems, evaluates the operational energy requirements for existing buildings, and analyzes natural gas, compressed air, steam, and water distribution systems. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11300/7/A
11300.8a	GENERAL UTILITIES AND SERVICES RECORDS	8. Best-Maintenance and Utilities System. A utility plant management system, which provides information on the performance and conditions of the utility system as well as the effectiveness of service utilization and operation efficiency. A history file is maintained to provide information on the extent to which utility service has been utilized. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11300/8/A
11300.9a	GENERAL UTILITIES AND SERVICES RECORDS	9. Master Activity General Information Control (MAGIC) System. The MAGIC system provides a single data base of information on Navy and Marine Corps shore activities and units of the operating forces that require logistics support from shore activities. Activity related information and requirements are in a standard format and verified for accuracy through a rigorous quality control program. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11300/9/A
11300.10a	GENERAL UTILITIES AND SERVICES RECORDS	10. Deficiency Abatement Projects Management Information System. Describes facility deficiencies and contains recommended corrective measures to eliminate them. Management personnel use this system to assess risks associated with each deficiency and to assign priorities to each project. System is maintained at FACSO Port Hueneme and supports NEESA and the EFDs. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5 / 11300/10/A
11310.4a	POWER PLANT RECORDS	4. Ship-To-Shore Power Outage System. Input data on shore supplied electric power outages to nuclear ships over time at various port facilities is used to provide reports to the Commander, Naval Sea Systems Command (COMNAVSEASYSKOM), and Fleet and Force Commanders relating to trends and patterns of ship-to-shore power failures, shipboard power problems, and to correlate similar problems at different locations. The system is managed by NEESA and maintained at FACSO. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup.	o	N1-NU-86-5/11310/4/A
11330.4a	WATER SUPPLY RECORDS	4. Navy Accidental Oil Spill Reporting System. Source documents for the system are messages issued by ships, aircraft, and shore installations at the time of an accidental oil spill. Messages are sent to NEESA where information is entered into the data base. Updates are entered monthly. Two annual reports are produced by the system: one report addresses the size, type, and location of the spills for the preceding calendar years and the other provides detailed study of the causes of the spills. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup	o	N1-NU-86-5 / 11330/4/A
11345.2a	SEWER AND SEWERAGE RECORDS	2. National Pollutant Discharge Elimination System. This data system provides for the central storage and processing of Navy water quality data transactions. Provides Navy and Marine Corps activity users with an effective means for evaluating water quality problems. The data system contains information on wastewater discharges permitted by state and federal regulatory agencies. Water quality data include permit requirements for sampling and analysis and the status of compliance by various naval activities. System is maintained at NEESA Headquarters, Port Hueneme and supports NEESA and the NAVFACENGCOM Field Divisions. a. Master file and historical data tapes.		Retain on board. Destroy after 3rd system backup	o	N1-NU-86-5 / 11345/2/A
11011.8a	REAL ESTATE RECORDS	8. Facilities Management Class 1 and 2 Real Property Tracking Systems. These systems are maintained, generally on microcomputers, by Public Works Centers at major naval activities. These systems keep a current log of all class 1 and 2 real property at the base, identifies all tenants occupying the property, and maintains a log of all proposed construction of real property. Reports generated by these systems include lists by property record number, by tenant, by facility, by category code, and by maintenance code. a. Discs or other file maintenance media.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11011/8/A

11016.3a	PLANT PROPERTY RECORDS	3. Plant Property Management Systems/Government Furnished Equipment Systems. These systems, usually on micro computers, are maintained at most Navy and Marine Corps activities. Systems maintain an inventory of plant property on sub-custody within the command and/or government owned equipment on loan or furnished to contractors. Systems allow for the inventory to be updated and a variety of inventory reports are produced. a. Discs or other file maintenance media.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11016/3/A
11320.21a	FIRE PROTECTION AND FIRE FIGHTING RECORDS	21. Fire Management Information System (FIREMIS). The FIREMIS tracks man-hours expended by the fire division, number of fire-related exercises, i.e., training drills, classroom training, emergency fire runs, fire drills, and fire losses. It combines all this information into a monthly status report. System will also produce statistics related to type of emergency, fire runs and number of arrested landings for a particular runway or a particular type of aircraft. System is maintained by Naval Air Stations on micro computers. a. Discs or other file maintenance media.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11320/21/A
11320.22a	FIRE PROTECTION AND FIRE FIGHTING RECORDS	22. Building Information System. A fire safety system usually maintained on micro computer by shore activities. The system retains information relating to building specifications for all buildings and structures on the station. System produces reports of those buildings scheduled for inspection on a selected date. Reports can be produced of hazardous materials stored in a particular building or potentially hazardous areas. The system keeps track of the number and location of fire extinguishers. A report or pertinent fire information, such as location of main gas shut-off, main electric switch, etc., can be readily produced. a. Discs or other file maintenance media.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11320/22/A
11410.2a	WATERFRONT RECORDS	2. Waterfront Management Information System. System provides pertinent information to assist waterfront personnel in making ships berthing assignments. System maintains the status of all ships currently berthed or scheduled to be berthed. A statistical subsystem maintains data related to harbor tugs, support craft, pusher boats, daily port operations, homeport gains and losses, oil spills, waste oil, etc. Monthly, quarterly, and yearly statistical reports are produced. a. Discs or other file maintenance media.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11410/2/A
11014.6a	SHORE STATION MAINTENANCE RECORDS	6. Staff Civil Engineer Work Request Tracking System. This system or similar systems are maintained by Public Works Departments/Centers or Offices of the Staff Civil Engineer usually on microcomputers. System tracks work requests from start to completion. Generates reports of completed work requests, uncompleted work requests, and work requests behind schedule. a. Discs or other file maintenance media.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11014/6/A
11016.4a	PLANT PROPERTY RECORDS	4. Minor Property Management Systems. Automated systems, with a variety of similar names and generally maintained on micro-computers that provide information pertaining to minor property within a Navy or Marine Corps activity. Information includes National Stock Number, item name, sub-custodian, responsible division, minor property tag number, and other similar type data. a. Discs or other file maintenance media.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11016/4/A

11000-46	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
11100.6b	STRUCTURES AND FACILITIES RECORDS GENERAL	<p>6. Navy Air Pollution Source Information System (NAPIS). Data on stationary air pollution sources is collected by the NEESA and incorporated into a computerized emission inventory system. Information on abatement, monitoring equipment, and emissions is accessible. File is updated monthly. A complete master file report and a summary report are produced annually. Provides users with data on the locations, magnitude, frequency, duration, legal limit, and relative contribution of air emission sources at all Navy and Marine Corps activities. Provides information for quantifying emissions for an activity using mass emission factors, for predicting ambient air quality, for the design/modification and evaluation of air pollution abatement facilities, for comparing emission data for similar sources, for determining pollutant concentrations and dispersion by short stuck modeling, for quantifying types and amounts of fuel consumed, and for developing and updating air episode plans. System supports the NEESA and the NAVFACENCOM Field Divisions.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11100/6/B
11000.6b	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	<p>6. Production Management System (PWC/MIS). This system, sponsored by CNO (N-44), provides support to Naval Base Public Works Centers production forces. The system provides reference number assignment to management programs, work progress analysis, shop loading data, work scheduling information, and monitors facilities inspection programs.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11000/6/B
11000.7b	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	<p>7. H30 System. A planning and scheduling system to provide automated support for the production management offices of Public Works Departments. The system provides capabilities to add, update, and delete records; update the data base with computed task start date, task end date, and job completion date; and print various scheduling, planning, backlog, and management reports. Provides a tracking system for work requests, planning and estimating jobs, and minor work.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11000/7/B

11000.8b	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	8. Allowance Material Management System. This data system provides information to support Reserve Naval Construction Forces allowance material stored at permanent drill sites and Construction Battalion Centers (CBCs). System also provides information on Naval Construction Force allowance material stored in containers at CBCs and deployment sites. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11000/8/B
11010.4b	SHORE STATION DEVELOPMENT RECORDS	4. NAVOSH Deficiency Abatement Program/MIS. The Occupation Safety and Health Deficiency Abatement Program/Management Information System (DAP/MIS) provides information on the current status of funding NAVOSH Deficiency Abatement Projects, as well as justifications and priorities for each project. Each DAP/MIS project exhibit fully describes the safety or health hazard, the interim control measures, and the proposed corrective action. The relevant legal compliance standard, cost summary, and project schedule dates are provided. The system is sponsored by CNO (N44) and maintained at the Facilities Systems Office (FACSO), Port Hueneme. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11010/54/B
11010.5b	SHORE STATION DEVELOPMENT RECORDS	5. Naval Facility Assets Data Base. A single source of data describing facilities for use in planning, management and inventory control. It provides a record of financial and physical data on individual Navy facilities, i.e. buildings, structures, utilities, and land. System is maintained at FACSO Port Hueneme. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11010/5/B
11010.6b	SHORE STATION DEVELOPMENT RECORDS	6. Shore Facilities Planning System. This system was established to determine the basic facility requirements at shore activities to insure the completion of assigned mission. The system compiles lists of essential facilities; compares existing assets with requirements producing a list of facility surpluses and deficiencies. The system provides for the development of construction projects and the entry of these projects into the military construction requirements list. Facility requirement plans are produced for shore activity hosts and tenants. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11010/6/B
11010.7b	SHORE STATION DEVELOPMENT RECORDS	7. Commanding Officer's Readiness Reporting System (CORRS). Electronic system that provides Commanding Officers and Headquarters Agencies with the capability to monitor the quality and quantity of facilities on Marine Corps installations and facilities and other elements of the Marine Corps infrastructure, both in the United States and abroad, to provide appropriate support to forces in the conduct of their missions (i.e., buildings, structures, utilities, and land); and are used to evaluate and monitor the quality and quantity of Marine Corps installations and facilities' status and mission readiness. These systems compile list of essential facilities and compare existing assets with requirements to produce a list of facility surpluses and deficiencies. These systems provide for the development of construction projects and the entry of these projects into the Military Construction (MilCon) requirements list. They also generate cost estimates to maintain and to improve the conditions of existing facilities; and to build new facilities where there are shortfalls. b. System Inputs. System data is derived from authoritative paper or electronic sources to include the Navy Facility Assets Database (INFADS), Office of Secretary of Defense (OSD) published inflation factors data, Facility Projects Data, and MilCon database.		Destroy when data has been entered in the master file or database and verified.	w/n	GRS 20.2b
11011.8b	REAL ESTATE RECORDS	8. Facilities Management Class 1 and 2 Real Property Tracking Systems. These systems are maintained, generally on microcomputers, by Public Works Centers at major naval activities. These systems keep a current log of all class 1 and 2 real property at the base, identifies all tenants occupying the property, and maintains a log of all proposed construction of real property. Reports generated by these systems include lists by property record number, by tenant, by facility, by category code, and by maintenance code. b. Input data.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11011/8/B
11012.7b	SHORE STATION DESIGN CRITERIA RECORDS	7. Design Management Information System. Information in this system is used to plan the engineering and design investment, to organize the in-house architect/engineer contract force, to manage staffing, and to control and direct the execution of the total design process. The system is maintained at FACSO Port Hueneme and supports NAVFACENCOM Headquarters and Field Divisions. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11012/7/B

11013.10b	SHORE STATION CONSTRUCTION RECORDS	10. Facilities Planning Model. This system enables automated computation of facilities requirements. The model is an interactive process through which planners enter data on base loading. The system compares facility requirements with asset records in the Naval Facilities Assets Data Base to determine surpluses and deficiencies, and to price out costs of rehabilitation, additional new construction and facilities maintenance. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11013/10/B
11013.11b	SHORE STATION CONSTRUCTION RECORDS	11. Contingency Resources Data Base (CRDB). This system is used by NAVFACENGCOM Headquarters to prepare port, airfield, and construction capability reports for use by the Fleet Commanders in Chief, CNO, and the Joint Chiefs of Staff. System interfaces with the Joint Operation Planning System Port File, Fleet Intelligence Center Port Files, and the Defense Mapping Agency Automated Air Facilities Information File. System is maintained at FASCO Port Hueneme. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11013/11/B
11014.6b	SHORE STATION MAINTENANCE RECORDS	6. Staff Civil Engineer Work Request Tracking System. This system or similar systems are maintained by Public Works Departments/Centers or Offices of the Staff Civil Engineer usually on microcomputers. System tracks work requests from start to completion. Generates reports of completed work requests, uncompleted work requests, and work requests behind schedule. b. Input data.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11014/6/B
11014.7b	SHORE STATION MAINTENANCE RECORDS	7. Navy-Wide Annual Inspection Summary. This system processes maintenance deficiencies noted on inspections of Navy shore activities. Periodic reports for each command are forwarded to major claimants for submission to CNO (OP-44). System is maintained at FASCO Port Hueneme. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11014/7/B
11016.3b	PLANT PROPERTY RECORDS	3. Plant Property Management Systems/Government Furnished Equipment Systems. These systems, usually on micro computers, are maintained at most Navy and Marine Corps activities. Systems maintain an inventory of plant property on sub-custody within the command and/or government owned equipment on loan or furnished to contractors. Systems allow for the inventory to be updated and a variety of inventory reports are produced. b. Input data.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11016/3/B
11016.4b	PLANT PROPERTY RECORDS	4. Minor Property Management Systems. Automated systems, with a variety of similar names and generally maintained on micro-computers that provide information pertaining to minor property within a Navy or Marine Corps activity. Information includes National Stock Number, item name, sub-custodian, responsible division, minor property tag number, and other similar type data. b. Input data.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11016/4/B
11100.5b	STRUCTURES AND FACILITIES RECORDS GENERAL	5. Navy Pollution Control Projects Reporting System. Source documents for the system are proposed projects for pollution abatement funding submitted to NEESA by activities, submajor or major claimants. A Pollution Control Report is published twice a year by NEESA. Special reports are furnished on request. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11100/5/B
11100.7b	STRUCTURES AND FACILITIES RECORDS GENERAL	7. Category Code Directory. An automated data base containing the Department of the Navy Facility Category Codes, category code nomenclature, and units of measure used for identifying, classifying, and quantifying facility requirements and assets. The system is maintained by FASCO Port Hueneme and supports NAVFAC HQ, NAVFACENGCOM Field Divisions, and all major claimants and resource sponsors. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11100/7/B
11100.8b	STRUCTURES AND FACILITIES RECORDS GENERAL	8. Base Loading System. Extracts and tabulates current and projected personnel strength information to be used as the basis for the family and unaccompanied personnel housing survey systems and the shore facilities planning system. Generates reports required by the Office of the Secretary of Defense (OSD) to support the Navy's annual Family Housing, Unaccompanied Personnel Housing, and other MCON programs before Congress. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11100/8/B
11100.9b	STRUCTURES AND FACILITIES RECORDS GENERAL	9. Defense Environmental Status Report (DESR) System. A database containing a wide variety of environmental information including the provisions of federal, state, and local laws. System is maintained by the NEESA and supports NAVFACENGCOM and the EFDs. Data is stored at FASCO and NEESA. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11100/9/B

11101.9b	FAMILY HOUSING RECORDS	9. Family Housing Survey. A Navy-wide system supporting shore activities. System provides statistical data on family size, composition, adequacy of current housing, and preference. System summarizes gross assets and housing requirements and projects future utilization and planning for each activity. System maintained at FACSO Port Hueneme. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11101/9/B
11101.10b	FAMILY HOUSING RECORDS	10. Housing Inventory Utilization and Occupancy System. System provides statistics on the utilization and occupancy of military family housing assigned to naval activities including the number and rank of personnel supported. Identifies downtime, turnover rates, and occupancy rates to assist in identifying deficiencies. System is sponsored by CNO (N44), maintained by FACSO Port Hueneme, and supports NAVFACENGCOM HQ and Field Divisions. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11101/10/B
11101.11b	FAMILY HOUSING RECORDS	11. Housing Data System (PWC/MIS). This system assists family housing managers and other housing department personnel in providing personnel support to applicants and occupants and in managing family housing assets at naval activities. The system supports assignment, referral, fund control, maintenance planning, and furnishings control functions. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11101/11/B
11101.12b	FAMILY HOUSING RECORDS	12. Family Housing. A Family Housing Management System usually maintained on a microcomputer by individual shore activities supporting family housing units. System consists of five submodules: referral module, waiting list module, occupancy module, maintenance module, and incident/complaint module. System produces a variety of reports from each module. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11101/12/B
11103.1b	OTHER HOUSING RECORDS	1. Unaccompanied Personnel Housing Survey. System processes statistical data on the projected number of single personnel by rank or rate and transient status. Helps determine the adequacy of existing assets. Data is used to justify projects for new construction or modernization of unaccompanied personnel housing and support facilities. System is maintained at FACSO Port Hueneme and supports NAVFACENGCOM HQ, the NAVFACENGCOM Field Divisions, and individual shore activities. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11103/1/B
11160.1b	STORAGE STRUCTURES AND FACILITIES RECORDS	1. Inventory Storage Space Redesign System. This system supplies Naval Supply Systems Command and the Office of the Assistant Secretary of Defense (Comptroller) with automated reports containing information on storage space requirements and space availability of Navy and Marine Corps air support shore activities. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11160/1/B
11200.10b	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	10. Best-Transportation System. A transportation management system maintained by FACSO Port Hueneme to support individual shore activities. The fuel automated data module provides fuel control, vehicle utilization tracking, and preventive maintenance scheduling. The operations segment of the system provides vehicle utilization information as well as operator man-hour usage. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11200/10/B
11200.11b	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	11. Transportation Cost Reporting System (TCRPS). The TCRPS provides maintenance and operations costs as well as utilization information on automotive, construction, fire-fighting, railway, freight handling, materials handling, and other transportation equipment owned by the Navy. Raw data are collected and processed annually for Navy activities with at least 50 units of applicable equipment. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11200/11/B
11240.11b	AUTOMOTIVE RECORDS	11. Inventory and Registration (Case/MIS). A transportation management series sponsored by CNO (N44) and maintained by FACSD Port Hueneme. Systems provides accounting, budgetary, and management information concerning acquisition, movement, assignment, and disposition of automotive, construction, and specialized equipment held by all Navy activities. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11240/11/B

11300.5b	GENERAL UTILITIES AND SERVICES RECORDS	5. Public Works MIS-Emergency Service. System provides an automated means for managing emergency/service (E/S) work and to identify the magnitude of E/S work in terms of manpower requirements, craft, and responsible time required to provide E/S support. The system identifies equipment and/or facilities requiring excessive amounts of E/S support. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11300/5/B
11300.6b	GENERAL UTILITIES AND SERVICES RECORDS	6. Utilities Procurement Analysis. System inventories the utility procurement of the Navy shore establishment and provides a review and audit capability. System complements the official record of actions under utility contracts, which is kept following DAR 1-308. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11300/6/B
11300.7b	GENERAL UTILITIES AND SERVICES RECORDS	7. Computer-Assisted Utility System. A system used by NAVFACENCOM Field Division utilities engineers to plan utilities systems for new construction and major modifications to existing structures. The system analyzes the operation and efficiency or power distribution and generating systems, evaluates the operational energy requirements for existing buildings, and analyzes natural gas, compressed air, steam, and water distribution systems. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11300/7/B
11300.8b	GENERAL UTILITIES AND SERVICES RECORDS	8. Best-Maintenance and Utilities System. A utility plant management system, which provides information on the performance and conditions of the utility system as well as the effectiveness of service utilization and operation efficiency. A history file is maintained to provide information on the extent to which utility service has been utilized. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11300/8/B
11300.9b	GENERAL UTILITIES AND SERVICES RECORDS	9. Master Activity General Information Control (MAGIC) System. The MAGIC system provides a single data base of information on Navy and Marine Corps shore activities and units of the operating forces that require logistics support from shore activities. Activity related information and requirements are in a standard format and verified for accuracy through a rigorous quality control program. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11300/9/B
11300.10b	GENERAL UTILITIES AND SERVICES RECORDS	10. Deficiency Abatement Projects Management Information System. Describes facility deficiencies and contains recommended corrective measures to eliminate them. Management personnel use this system to assess risks associated with each deficiency and to assign priorities to each project. System is maintained at FACSO Port Hueneme and supports NEESA and the EFDs. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11300/10/B
11310.4b	POWER PLANT RECORDS	4. Ship-To-Shore Power Outage System. Input data on shore supplied electric power outages to nuclear ships over time at various port facilities is used to provide reports to the Commander, Naval Sea Systems Command (COMNAVSEASYSKOM), and Fleet and Force Commanders relating to trends and patterns of ship-to-shore power failures, shipboard power problems, and to correlate similar problems at different locations. The system is managed by NEESA and maintained at FACSO. b. Input data tapes and paper record.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11310/4/B
11320.21b	FIRE PROTECTION AND FIRE FIGHTING RECORDS	21. Fire Management Information System (FIREMIS). The FIREMIS tracks man-hours expended by the fire division, number of fire-related exercises, i.e., training drills, classroom training, emergency fire runs, fire drills, and fire losses. It combines all this information into a monthly status report. System will also produce statistics related to type of emergency, fire runs and number of arrested landings for a particular runway or a particular type of aircraft. System is maintained by Naval Air Stations on micro computers. b. Input data.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11320/21/B
11320.22b	FIRE PROTECTION AND FIRE FIGHTING RECORDS	22. Building Information System. A fire safety system usually maintained on micro computer by shore activities. The system retains information relating to building specifications for all buildings and structures on the station. System produces reports of those buildings scheduled for inspection on a selected date. Reports can be produced of hazardous materials stored in a particular building or potentially hazardous areas. The system keeps track of the number and location of fire extinguishers. A report or pertinent fire information, such as location of main gas shut-off, main electric switch, etc., can be readily produced. b. Input data.		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11320/22/B

11330.4b	WATER SUPPLY RECORDS	<p>4. Navy Accidental Oil Spill Reporting System. Source documents for the system are messages issued by ships, aircraft, and shore installations at the time of an accidental oil spill. Messages are sent to NEESA where information is entered into the data base. Updates are entered monthly. Two annual reports are produced by the system: one report addresses the size, type, and location of the spills for the proceeding calendar years and the other provides detailed study of the causes of the spills.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11330/4/8
11345.2b	SEWER AND SEWERAGE RECORDS	<p>2. National Pollutant Discharge Elimination System. This data system provides for the central storage and processing of Navy water quality data transactions. Provides Navy and Marine Corps activity users with an effective means for evaluating water quality problems. The data system contains information on wastewater discharges permitted by state and federal regulatory agencies. Water quality data include permit requirements for sampling and analysis and the status of compliance by various naval activities. System is maintained at NEESA Headquarters, Port Hueneme and supports NEESA and the NAVFACENGCOM Field Divisions.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11345/2/8
11410.2b	WATERFRONT RECORDS	<p>2. Waterfront Management Information System. System provides pertinent information to assist waterfront personnel in making ships berthing assignments. System maintains the status of all ships currently berthed or scheduled to be berthed. A statistical subsystem maintains data related to harbor tugs, support craft, pusher boats, daily port operations, homeport gains and losses, oil spills, waste oil, etc. Monthly, quarterly, and yearly statistical reports are produced.</p> <p>b. Input data.</p>		Retain on board. Destroy when no longer required.	o	N1-NU-86-5 / 11410/2/8

11000-47	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) 	Trigger(s)	TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-0001-0006
11100.6c	STRUCTURES AND FACILITIES RECORDS GENERAL	<p>6. Navy Air Pollution Source Information System (NAPIS). Data on stationary air pollution sources is collected by the NEESA and incorporated into a computerized emission inventory system. Information on abatement, monitoring equipment, and emissions is accessible. File is updated monthly. A complete master file report and a summary report are produced annually. Provides users with data on the locations, magnitude, frequency, duration, legal limit, and relative contribution of air emission sources at all Navy and Marine Corps activities. Provides information for quantifying emissions for an activity using mass emission factors, for predicting ambient air quality, for the design/modification and evaluation of air pollution abatement facilities, for comparing emission data for similar sources, for determining pollutant concentrations and dispersion by short stuck modeling, for quantifying types and amounts of fuel consumed, and for developing and updating air episode plans. System supports the NEESA and the NAVFACENCOM Field Divisions.</p> <p>c. Output data and reports-COM and paper.</p>		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11100/6/C
11000.6c	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	<p>6. Production Management System (PWC/MIS). This system, sponsored by CNO (N-44), provides support to Naval Base Public Works Centers production forces. The system provides reference number assignment to management programs, work progress analysis, shop loading data, work scheduling information, and monitors facilities inspection programs.</p> <p>c. Output data and reports-computer-COM and paper.</p>		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11000/6/C

11000.7c	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	7. H30 System. A planning and scheduling system to provide automated support for the production management offices of Public Works Departments. The system provides capabilities to add, update, and delete records; update the data base with computed task start date, task end date, and job completion date; and print various scheduling, planning, backlog, and management reports. Provides a tracking system for work requests, planning and estimating jobs, and minor work. c. Output data and reports-computer-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11000/7/C
11000.8c	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	8. Allowance Material Management System. This data system provides information to support Reserve Naval Construction Forces allowance material stored at permanent drill sites and Construction Battalion Centers (CBCs). System also provides information on Naval Construction Force allowance material stored in containers at CBCs and deployment sites. c. Output data and reports-computer-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11000/8/C
11010.4c	SHORE STATION DEVELOPMENT RECORDS	4. NAVOSH Deficiency Abatement Program/MIS. The Occupation Safety and Health Deficiency Abatement Program/Management Information System (DAP/MIS) provides information on the current status of funding NAVOSH Deficiency Abatement Projects, as well as justifications and priorities for each project. Each DAP/MIS project exhibit fully describes the safety or health hazard, the interim control measures, and the proposed corrective action. The relevant legal compliance standard, cost summary, and project schedule dates are provided. The system is sponsored by CNO (N44) and maintained at the Facilities Systems Office (FACSO), Port Hueneeme. c. Output data and reports-computer-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11010/4/C
11010.5c	SHORE STATION DEVELOPMENT RECORDS	5. Naval Facility Assets Data Base. A single source of data describing facilities for use in planning, management and inventory control. It provides a record of financial and physical data on individual Navy facilities, i.e. buildings, structures, utilities, and land. System is maintained at FACSO Port Hueneeme. c. Output data and reports-computer-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11010/5/C
11010.6c	SHORE STATION DEVELOPMENT RECORDS	6. Shore Facilities Planning System. This system was established to determine the basic facility requirements at shore activities to insure the completion of assigned mission. The system compiles lists of essential facilities; compares existing assets with requirements producing a list of facility surpluses and deficiencies. The system provides for the development of construction projects and the entry of these projects into the military construction requirements list. Facility requirement plans are produced for shore activity hosts and tenants. c. Output data and reports-computer-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11010/6/C
11010.7c	SHORE STATION DEVELOPMENT RECORDS	7. Commanding Officer's Readiness Reporting System (CORRS). Electronic system that provides Commanding Officers and Headquarters Agencies with the capability to monitor the quality and quantity of facilities on Marine Corps installations and facilities and other elements of the Marine Corps infrastructure, both in the United States and abroad, to provide appropriate support to forces in the conduct of their missions (i.e., buildings, structures, utilities, and land); and are used to evaluate and monitor the quality and quantity of Marine Corps installations and facilities' status and mission readiness. These systems compile list of essential facilities and compare existing assets with requirements to produce a list of facility surpluses and deficiencies. These systems provide for the development of construction projects and the entry of these projects into the Military Construction (MilCon) requirements list. They also generate cost estimates to maintain and to improve the conditions of existing facilities; and to build new facilities where there are shortfalls. c. System Outputs. Ad-hoc reports are generated from system on an as needed basis.		Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	wnln	GRS 20.15
11011.8c	REAL ESTATE RECORDS	8. Facilities Management Class 1 and 2 Real Property Tracking Systems. These systems are maintained, generally on microcomputers, by Public Works Centers at major naval activities. These systems keep a current log of all class 1 and 2 real property at the base, identifies all tenants occupying the property, and maintains a log of all proposed construction of real property. Reports generated by these systems include lists by property record number, by tenant, by facility, by category code, and by maintenance code. c. Output data and reports.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11011/8/C

11012.7c	SHORE STATION DESIGN CRITERIA RECORDS	7. Design Management Information System. Information in this system is used to plan the engineering and design investment, to organize the in-house architect/engineer contract force, to manage staffing, and to control and direct the execution of the total design process. The system is maintained at FACSO Port Hueneme and supports NAVFACENGCOM Headquarters and Field Divisions. c. Output data and reports-computer-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11012/7/C
11013.10c	SHORE STATION CONSTRUCTION RECORDS	10. Facilities Planning Model. This system enables automated computation of facilities requirements. The model is an interactive process through which planners enter data on base loading. The system compares facility requirements with asset records in the Naval Facilities Assets Data Base to determine surpluses and deficiencies, and to price out costs of rehabilitation, additional new construction and facilities maintenance. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11013/10/C
11013.11c	SHORE STATION CONSTRUCTION RECORDS	11. Contingency Resources Data Base (CRDB). This system is used by NAVFACENGCOM Headquarters to prepare port, airfield, and construction capability reports for use by the Fleet Commanders in Chief, CNO, and the Joint Chiefs of Staff. System interfaces with the Joint Operation Planning System Port File, Fleet Intelligence Center Port Files, and the Defense Mapping Agency Automated Air Facilities Information File. System is maintained at FASCO Port Hueneme. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11013/11/C
11014.6c	SHORE STATION MAINTENANCE RECORDS	6. Staff Civil Engineer Work Request Tracking System. This system or similar systems are maintained by Public Works Departments/Centers or Offices of the Staff Civil Engineer usually on microcomputers. System tracks work requests from start to completion. Generates reports of completed work requests, uncompleted work requests, and work requests behind schedule. c. Output data and reports.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11014/6/C
11014.7c	SHORE STATION MAINTENANCE RECORDS	7. Navy-Wide Annual Inspection Summary. This system processes maintenance deficiencies noted on inspections of Navy shore activities. Periodic reports for each command are forwarded to major claimants for submission to CNO (OP-44). System is maintained at FACSCO Port Hueneme. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11014/7/C
11016.3c	PLANT PROPERTY RECORDS	3. Plant Property Management Systems/Government Furnished Equipment Systems. These systems, usually on micro computers, are maintained at most Navy and Marine Corps activities. Systems maintain an inventory of plant property on sub-custody within the command and/or government owned equipment on loan or furnished to contractors. Systems allow for the inventory to be updated and a variety of inventory reports are produced. c. Output data and reports.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11016/3/C
11016.4c	PLANT PROPERTY RECORDS	4. Minor Property Management Systems. Automated systems, with a variety of similar names and generally maintained on micro-computers that provide information pertaining to minor property within a Navy or Marine Corps activity. Information includes National Stock Number, item name, sub-custodian, responsible division, minor property tag number, and other similar type data. c. Output data and reports.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11016/4/C
11100.5c	STRUCTURES AND FACILITIES RECORDS GENERAL	5. Navy Pollution Control Projects Reporting System. Source documents for the system are proposed projects for pollution abatement funding submitted to NEESA by activities, submajor or major claimants. A Pollution Control Report is published twice a year by NEESA. Special reports are furnished on request. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11100/5/C
11100.7c	STRUCTURES AND FACILITIES RECORDS GENERAL	7. Category Code Directory. An automated data base containing the Department of the Navy Facility Category Codes, category code nomenclature, and units of measure used for identifying, classifying, and quantifying facility requirements and assets. The system is maintained by FASCO Port Hueneme and supports NAVFAC HQ, NAVFACENGCOM Field Divisions, and all major claimants and resource sponsors. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11100/7/C

11100.8c	STRUCTURES AND FACILITIES RECORDS GENERAL	8. Base Loading System. Extracts and tabulates current and projected personnel strength information to be used as the basis for the family and unaccompanied personnel housing survey systems and the shore facilities planning system. Generates reports required by the Office of the Secretary of Defense (OSD) to support the Navy's annual Family Housing, Unaccompanied Personnel Housing, and other MCON programs before Congress. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11100/8/C
11100.9c	STRUCTURES AND FACILITIES RECORDS GENERAL	9. Defense Environmental Status Report (DESR) System. A database containing a wide variety of environmental information including the provisions of federal, state, and local laws. System is maintained by the NEESA and supports NAVFACENGCOM and the EFDs. Data is stored at FACSO and NEESA. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11100/9/C
11101.9c	FAMILY HOUSING RECORDS	9. Family Housing Survey. A Navy-wide system supporting shore activities. System provides statistical data on family size, composition, adequacy of current housing, and preference. System summarizes gross assets and housing requirements and projects future utilization and planning for each activity. System maintained at FACSO Port Hueneme. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11101/9/C
11101.10c	FAMILY HOUSING RECORDS	10. Housing Inventory Utilization and Occupancy System. System provides statistics on the utilization and occupancy of military family housing assigned to naval activities including the number and rank of personnel supported. Identifies downtime, turnover rates, and occupancy rates to assist in identifying deficiencies. System is sponsored by CNO (N44), maintained by FACSO Port Hueneme, and supports NAVFACENGCOM HQ and Field Divisions. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11101/10/C
11101.11c	FAMILY HOUSING RECORDS	11. Housing Data System (PWC/MIS). This system assists family housing managers and other housing department personnel in providing personnel support to applicants and occupants and in managing family housing assets at naval activities. The system supports assignment, referral, fund control, maintenance planning, and furnishings control functions. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11101/11/C
11101.12c	FAMILY HOUSING RECORDS	12. Family Housing. A Family Housing Management System usually maintained on a microcomputer by individual shore activities supporting family housing units. System consists of five submodules: referral module, waiting list module, occupancy module, maintenance module, and incident/complaint module. System produces a variety of reports from each module. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11101/12/C
11103.1c	OTHER HOUSING RECORDS	1. Unaccompanied Personnel Housing Survey. System processes statistical data on the projected number of single personnel by rank or rate and transient status. Helps determine the adequacy of existing assets. Data is used to justify projects for new construction or modernization of unaccompanied personnel housing and support facilities. System is maintained at FACSO Port Hueneme and supports NAVFACENGCOM HQ, the NAVFACENGCOM Field Divisions, and individual shore activities. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11103/1/C
11160.1c	STORAGE STRUCTURES AND FACILITIES RECORDS	1. Inventory Storage Space Redesign System. This system supplies Naval Supply Systems Command and the Office of the Assistant Secretary of Defense (Comptroller) with automated reports containing information on storage space requirements and space availability of Navy and Marine Corps air support shore activities. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11160/1/C
11200.10c	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	10. Best-Transportation System. A transportation management system maintained by FACSO Port Hueneme to support individual shore activities. The fuel automated data module provides fuel control, vehicle utilization tracking, and preventive maintenance scheduling. The operations segment of the system provides vehicle utilization information as well as operator man-hour usage. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11200/10/C

11200.11c	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	11. Transportation Cost Reporting System (TCRPS). The TCRPS provides maintenance and operations costs as well as utilization information on automotive, construction, fire-fighting, railway, freight handling, materials handling, and other transportation equipment owned by the Navy. Raw data are collected and processed annually for Navy activities with at least 50 units of applicable equipment. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11200/11/C
11240.11c	AUTOMOTIVE RECORDS	11. Inventory and Registration (Case/MIS). A transportation management series sponsored by CNO (N44) and maintained by FACSO Port Hueneme. Systems provides accounting, budgetary, and management information concerning acquisition, movement, assignment, and disposition of automotive, construction, and specialized equipment held by all Navy activities. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11240/11/C
11300.5c	GENERAL UTILITIES AND SERVICES RECORDS	5. Public Works MIS-Emergency Service. System provides an automated means for managing emergency/service (E/S) work and to identify the magnitude of E/S work in terms of manpower requirements, craft, and responsible time required to provide E/S support. The system identifies equipment and/or facilities requiring excessive amounts of E/S support. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11300/S/C
11300.6c	GENERAL UTILITIES AND SERVICES RECORDS	6. Utilities Procurement Analysis. System inventories the utility procurement of the Navy shore establishment and provides a review and audit capability. System complements the official record of actions under utility contracts, which is kept following DAR 1-308. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11300/6/C
11300.7c	GENERAL UTILITIES AND SERVICES RECORDS	7. Computer-Assisted Utility System. A system used by NAVFACENGCOM Field Division utilities engineers to plan utilities systems for new construction and major modifications to existing structures. The system analyzes the operation and efficiency of power distribution and generating systems, evaluates the operational energy requirements for existing buildings, and analyzes natural gas, compressed air, steam, and water distribution systems. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11300/7/C
11300.8c	GENERAL UTILITIES AND SERVICES RECORDS	8. Best-Maintenance and Utilities System. A utility plant management system, which provides information on the performance and conditions of the utility system as well as the effectiveness of service utilization and operation efficiency. A history file is maintained to provide information on the extent to which utility service has been utilized. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11300/8/C
11300.9c	GENERAL UTILITIES AND SERVICES RECORDS	9. Master Activity General Information Control (MAGIC) System. The MAGIC system provides a single data base of information on Navy and Marine Corps shore activities and units of the operating forces that require logistics support from shore activities. Activity related information and requirements are in a standard format and verified for accuracy through a rigorous quality control program. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11300/9/C
11300.10c	GENERAL UTILITIES AND SERVICES RECORDS	10. Deficiency Abatement Projects Management Information System. Describes facility deficiencies and contains recommended corrective measures to eliminate them. Management personnel use this system to assess risks associated with each deficiency and to assign priorities to each project. System is maintained at FACSO Port Hueneme and supports NEESA and the EFDs. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11300/10/C
11300.12b	GENERAL UTILITIES AND SERVICES RECORDS	12. Marine Corps Facilities Asset Management Program. USMC MAXIMO (USMC MAX) is the current information system used to document the accomplishment of assigned responsibilities for the development, maintenance and administration of utilities and services. The system contains nine modules: Work Order Management, Preventive Maintenance, Inventory Control, Equipment, Purchasing, Plans, Resources, Business Analysis & Key Performance Indicators. b. Daily, weekly and monthly reports, (outputs in paper).		Destroy when no longer needed for reference purposes.	wnin	N1-NU-07-16-2

11310.4c	POWER PLANT RECORDS	4. Ship-To-Shore Power Outage System. Input data on shore supplied electric power outages to nuclear ships over time at various port facilities is used to provide reports to the Commander, Naval Sea Systems Command (COMNAVSEASYS COM), and Fleet and Force Commanders relating to trends and patterns of ship-to-shore power failures, shipboard power problems, and to correlate similar problems at different locations. The system is managed by NEESA and maintained at FACSO. c. Output data and reports-COM and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11310/4/C
11320.21c	FIRE PROTECTION AND FIRE FIGHTING RECORDS	21. Fire Management Information System (FIREMIS). The FIREMIS tracks man-hours expended by the fire division, number of fire-related exercises, i.e., training drills, classroom training, emergency fire runs, fire drills, and fire losses. It combines all this information into a monthly status report. System will also produce statistics related to type of emergency, fire runs and number of arrested landings for a particular runway or a particular type of aircraft. System is maintained by Naval Air Stations on micro computers. c. Output data and reports.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11320/21/C
11320.22c	FIRE PROTECTION AND FIRE FIGHTING RECORDS	22. Building Information System. A fire safety system usually maintained on micro computer by shore activities. The system retains information relating to building specifications for all buildings and structures on the station. System produces reports of those buildings scheduled for inspection on a selected date. Reports can be produced of hazardous materials stored in a particular building or potentially hazardous areas. The system keeps track of the number and location of fire extinguishers. A report or pertinent fire information, such as location of main gas shut-off, main electric switch, etc., can be readily produced. c. Output data and reports.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11320/22/C
11330.4c	WATER SUPPLY RECORDS	4. Navy Accidental Oil Spill Reporting System. Source documents for the system are messages issued by ships, aircraft, and shore installations at the time of an accidental oil spill. Messages are sent to NEESA where information is entered into the data base. Updates are entered monthly. Two annual reports are produced by the system: one report addresses the size, type, and location of the spills for the preceding calendar years and the other provides detailed study of the causes of the spills. c. Output data and reports computer output microfilm (COM) and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11330/4/C
11345.2c	SEWER AND SEWERAGE RECORDS	2. National Pollutant Discharge Elimination System. This data system provides for the central storage and processing of Navy water quality data transactions. Provides Navy and Marine Corps activity users with an effective means for evaluating water quality problems. The data system contains information on wastewater discharges permitted by state and federal regulatory agencies. Water quality data include permit requirements for sampling and analysis and the status of compliance by various naval activities. System is maintained at NEESA Headquarters, Port Hueneme and supports NEESA and the NAVFACENGCOM Field Divisions. c. Output data and reports computer output microfilm (COM) and paper.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11345/2/C
11410.2c	WATERFRONT RECORDS	2. Waterfront Management Information System. System provides pertinent information to assist waterfront personnel in making ships berthing assignments. System maintains the status of all ships currently berthed or scheduled to be berthed. A statistical subsystem maintains data related to harbor tugs, support craft, pusher boats, daily port operations, homeport gains and losses, oil spills, waste oil, etc. Monthly, quarterly, and yearly statistical reports are produced. c. Output data and reports.		Retain on board. Destroy when no longer required for reference.	o	N1-NU-86-5 / 11410/2/C

11000-48	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 	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
11000.6d	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	6. Production Management System (PWC/MIS). This system, sponsored by CNO (N-44), provides support to Naval Base Public Works Centers production forces. The system provides reference number assignment to management programs, work progress analysis, shop loading data, work scheduling information, and monitors facilities inspection 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.	o	N1-NU-86-S / 11000/6/D
11000.7d	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	7. H30 System. A planning and scheduling system to provide automated support for the production management offices of Public Works Departments. The system provides capabilities to add, update, and delete records; update the data base with computed task start date, task end date, and job completion date; and print various scheduling, planning, backlog, and management reports. Provides a tracking system for work requests, planning and estimating jobs, and minor work. 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.	o	N1-NU-86-S / 11000/7/D
11000.8d	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	8. Allowance Material Management System. This data system provides information to support Reserve Naval Construction Forces allowance material stored at permanent drill sites and Construction Battalion Centers (CBCs). System also provides information on Naval Construction Force allowance material stored in containers at CBCs and deployment sites. 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.	o	N1-NU-86-S / 11000/8/D

11010.4d	SHORE STATION DEVELOPMENT RECORDS	4. NAVOSH Deficiency Abatement Program/MIS. The Occupation Safety and Health Deficiency Abatement Program/Management Information System (DAP/MIS) provides information on the current status of funding NAVOSH Deficiency Abatement Projects, as well as justifications and priorities for each project. Each DAP/MIS project exhibit fully describes the safety or health hazard, the interim control measures, and the proposed corrective action. The relevant legal compliance standard, cost summary, and project schedule dates are provided. The system is sponsored by CNO (N44) and maintained at the Facilities Systems Office (FACSO), Port Hueneme. 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.	o	N1-NU-86-5 / 11010/4/D
11010.5d	SHORE STATION DEVELOPMENT RECORDS	5. Naval Facility Assets Data Base. A single source of data describing facilities for use in planning, management and inventory control. It provides a record of financial and physical data on individual Navy facilities, i.e. buildings, structures, utilities, and land. System is maintained at FACSO Port Hueneme. 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.	o	N1-NU-86-5 / 11010/5/D
11010.6d	SHORE STATION DEVELOPMENT RECORDS	6. Shore Facilities Planning System. This system was established to determine the basic facility requirements at shore activities to insure the completion of assigned mission. The system compiles lists of essential facilities; compares existing assets with requirements producing a list of facility surpluses and deficiencies. The system provides for the development of construction projects and the entry of these projects into the military construction requirements list. Facility requirement plans are produced for shore activity hosts and tenants. 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.	o	N1-NU-86-5 / 11010/6/D
11011.8d	REAL ESTATE RECORDS	8. Facilities Management Class 1 and 2 Real Property Tracking Systems. These systems are maintained, generally on microcomputers, by Public Works Centers at major naval activities. These systems keep a current log of all class 1 and 2 real property at the base, identifies all tenants occupying the property, and maintains a log of all proposed construction of real property. Reports generated by these systems include lists by property record number, by tenant, by facility, by category code, and by maintenance code. 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.	o	N1-NU-86-5 / 11011/8/D
11012.7d	SHORE STATION DESIGN CRITERIA RECORDS	7. Design Management Information System. Information in this system is used to plan the engineering and design investment, to organize the in-house architect/engineer contract force, to manage staffing, and to control and direct the execution of the total design process. The system is maintained at FACSO Port Hueneme and supports NAVFACENCOM Headquarters and Field Divisions. 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.	o	N1-NU-86-5 / 11012/7/D
11013.10d	SHORE STATION CONSTRUCTION RECORDS	10. Facilities Planning Model. This system enables automated computation of facilities requirements. The model is an interactive process through which planners enter data on base loading. The system compares facility requirements with asset records in the Naval Facilities Assets Data Base to determine surpluses and deficiencies, and to price out costs of rehabilitation, additional new construction and facilities maintenance. 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.	o	N1-NU-86-5 / 11013/10/D
11013.11d	SHORE STATION CONSTRUCTION RECORDS	11. Contingency Resources Data Base (CRDB). This system is used by NAVFACENCOM Headquarters to prepare port, airfield, and construction capability reports for use by the Fleet Commanders in Chief, CNO, and the Joint Chiefs of Staff. System interfaces with the Joint Operation Planning System Port File, Fleet Intelligence Center Port Files, and the Defense Mapping Agency Automated Air Facilities Information File. System is maintained at FACSO Port Hueneme. 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.	o	N1-NU-86-5 / 11013/11/D

11014.6d	SHORE STATION MAINTENANCE RECORDS	6. Staff Civil Engineer Work Request Tracking System. This system or similar systems are maintained by Public Works Departments/Centers or Offices of the Staff Civil Engineer usually on microcomputers. System tracks work requests from start to completion. Generates reports of completed work requests, uncompleted work requests, and work requests behind schedule. 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.	o	N1-NU-86-5 / 11014/6/D
11014.7d	SHORE STATION MAINTENANCE RECORDS	7. Navy-Wide Annual Inspection Summary. This system processes maintenance deficiencies noted on inspections of Navy shore activities. Periodic reports for each command are forwarded to major claimants for submission to CNO (OP-44). System is maintained at FACSOC Port Hueneme. 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.	o	N1-NU-86-5 / 11014/7/D
11100.6d	STRUCTURES AND FACILITIES RECORDS GENERAL	6. Navy Air Pollution Source Information System (NAPIS). Data on stationary air pollution sources is collected by the NEESA and incorporated into a computerized emission inventory system. Information on abatement, monitoring equipment, and emissions is accessible. File is updated monthly. A complete master file report and a summary report are produced annually. Provides users with data on the locations, magnitude, frequency, duration, legal limit, and relative contribution of air emission sources at all Navy and Marine Corps activities. Provides information for quantifying emissions for an activity using mass emission factors, for predicting ambient air quality, for the design/modification and evaluation of air pollution abatement facilities, for comparing emission data for similar sources, for determining pollutant concentrations and dispersion by short stuck modeling, for quantifying types and amounts of fuel consumed, and for developing and updating air episode plans. System supports the NEESA and the NAVFACENCOM Field Divisions. 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.	o	N1-NU-86-5 / 11100/6/D
11016.3d	PLANT PROPERTY RECORDS	3. Plant Property Management Systems/Government Furnished Equipment Systems. These systems, usually on micro computers, are maintained at most Navy and Marine Corps activities. Systems maintain an inventory of plant property on sub-custody within the command and/or government owned equipment on loan or furnished to contractors. Systems allow for the inventory to be updated and a variety of inventory reports are produced. 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.	o	N1-NU-86-5 / 11016/3/D
11016.4d	PLANT PROPERTY RECORDS	4. Minor Property Management Systems. Automated systems, with a variety of similar names and generally maintained on micro-computers that provide information pertaining to minor property within a Navy or Marine Corps activity. Information includes National Stock Number, item name, sub-custodian, responsible division, minor property tag number, and other similar type data. 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.	o	N1-NU-86-5 / 11016/4/D
11100.5d	STRUCTURES AND FACILITIES RECORDS GENERAL	5. Navy Pollution Control Projects Reporting System. Source documents for the system are proposed projects for pollution abatement funding submitted to NEESA by activities, submajor or major claimants. A Pollution Control Report is published twice a year by NEESA. Special reports are furnished on request. 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.	o	N1-NU-86-5 / 11100/5/D
11100.7d	STRUCTURES AND FACILITIES RECORDS GENERAL	7. Category Code Directory. An automated data base containing the Department of the Navy Facility Category Codes, category code nomenclature, and units of measure used for identifying, classifying, and quantifying facility requirements and assets. The system is maintained by FASCO Port Hueneme and supports NAVFAC HQ, NAVFACENCOM Field Divisions, and all major claimants and resource sponsors. 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.	o	N1-NU-86-5 / 11100/7/D

11100.8d	STRUCTURES AND FACILITIES RECORDS GENERAL	8. Base Loading System. Extracts and tabulates current and projected personnel strength information to be used as the basis for the family and unaccompanied personnel housing survey systems and the shore facilities planning system. Generates reports required by the Office of the Secretary of Defense (OSD) to support the Navy's annual Family Housing, Unaccompanied Personnel Housing, and other MCON programs before Congress. 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.	o	N1-NU-86-5 / 11100/8/D
11100.9d	STRUCTURES AND FACILITIES RECORDS GENERAL	9. Defense Environmental Status Report (DESR) System. A database containing a wide variety of environmental information including the provisions of federal, state, and local laws. System is maintained by the NEESA and supports NAVFACENGCOM and the EFDs. Data is stored at FACSO and NEESA. 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.	o	N1-NU-86-5 / 11100/9/D
11101.9d	FAMILY HOUSING RECORDS	9. Family Housing Survey. A Navy-wide system supporting shore activities. System provides statistical data on family size, composition, adequacy of current housing, and preference. System summarizes gross assets and housing requirements and projects future utilization and planning for each activity. System maintained at FACSO Port Hueneme. 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.	o	N1-NU-86-5 / 11101/9/D
11101.10d	FAMILY HOUSING RECORDS	10. Housing Inventory Utilization and Occupancy System. System provides statistics on the utilization and occupancy of military family housing assigned to naval activities including the number and rank of personnel supported. Identifies downtime, turnover rates, and occupancy rates to assist in identifying deficiencies. System is sponsored by CNO (N44), maintained by FACSO Port Hueneme, and supports NAVFACENGCOM HQ and Field Divisions. 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.	o	N1-NU-86-5 / 11101/10/D
11101.11d	FAMILY HOUSING RECORDS	11. Housing Data System (PWC/MIS). This system assists family housing managers and other housing department personnel in providing personnel support to applicants and occupants and in managing family housing assets at naval activities. The system supports assignment, referral, fund control, maintenance planning, and furnishings control functions. 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.	o	N1-NU-86-5 / 11101/11/D
11101.12d	FAMILY HOUSING RECORDS	12. Family Housing. A Family Housing Management System usually maintained on a microcomputer by individual shore activities supporting family housing units. System consists of five submodules: referral module, waiting list module, occupancy module, maintenance module, and incident/complaint module. System produces a variety of reports from each module. 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.	o	N1-NU-86-5 / 11101/12/D
11103.1d	OTHER HOUSING RECORDS	1. Unaccompanied Personnel Housing Survey. System processes statistical data on the projected number of single personnel by rank or rate and transient status. Helps determine the adequacy of existing assets. Data is used to justify projects for new construction or modernization of unaccompanied personnel housing and support facilities. System is maintained at FACSO Port Hueneme and supports NAVFACENGCOM HQ, the NAVFACENGCOM Field Divisions, and individual shore 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.	o	N1-NU-86-5 / 11103/1/D
11160.1d	STORAGE STRUCTURES AND FACILITIES RECORDS	1. Inventory Storage Space Redesign System. This system supplies Naval Supply Systems Command and the Office of the Assistant Secretary of Defense (Comptroller) with automated reports containing information on storage space requirements and space availability of Navy and Marine Corps air support shore 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.	o	N1-NU-86-5 / 11160/1/D

11200.10d	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	10. Best-Transportation System. A transportation management system maintained by FACSO Port Hueneme to support individual shore activities. The fuel automated data module provides fuel control, vehicle utilization tracking, and preventive maintenance scheduling. The operations segment of the system provides vehicle utilization information as well as operator man-hour usage. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11200/10/D
11200.11d	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS	11. Transportation Cost Reporting System (TCRPS). The TCRPS provides maintenance and operations costs as well as utilization information on automotive, construction, fire-fighting, railway, freight handling, materials handling, and other transportation equipment owned by the Navy. Raw data are collected and processed annually for Navy activities with at least 50 units of applicable equipment. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11200/11/D
11240.11d	AUTOMOTIVE RECORDS	11. Inventory and Registration (Case/MIS). A transportation management series sponsored by CNO (N44) and maintained by FACSO Port Hueneme. Systems provides accounting, budgetary, and management information concerning acquisition, movement, assignment, and disposition of automotive, construction, and specialized equipment held by all Navy activities. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11240/11/D
11300.5d	GENERAL UTILITIES AND SERVICES RECORDS	5. Public Works MIS-Emergency Service. System provides an automated means for managing emergency/service (E/S) work and to identify the magnitude of E/S work in terms of manpower requirements, craft, and responsible time required to provide E/S support. The system identifies equipment and/or facilities requiring excessive amounts of E/S support. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11300/5/D
11300.6d	GENERAL UTILITIES AND SERVICES RECORDS	6. Utilities Procurement Analysis. System inventories the utility procurement of the Navy shore establishment and provides a review and audit capability. System complements the official record of actions under utility contracts, which is kept following DAR 1-308. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11300/6/D
11300.7d	GENERAL UTILITIES AND SERVICES RECORDS	7. Computer-Assisted Utility System. A system used by NAVFACENGCOM Field Division utilities engineers to plan utilities systems for new construction and major modifications to existing structures. The system analyzes the operation and efficiency or power distribution and generating systems, evaluates the operational energy requirements for existing buildings, and analyzes natural gas, compressed air, steam, and water distribution systems. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11300/7/D
11300.8d	GENERAL UTILITIES AND SERVICES RECORDS	8. Best-Maintenance and Utilities System. A utility plant management system, which provides information on the performance and conditions of the utility system as well as the effectiveness of service utilization and operation efficiency. A history file is maintained to provide information on the extent to which utility service has been utilized. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11300/8/D
11300.9d	GENERAL UTILITIES AND SERVICES RECORDS	9. Master Activity General Information Control (MAGIC) System. The MAGIC system provides a single data base of information on Navy and Marine Corps shore activities and units of the operating forces that require logistics support from shore activities. Activity related information and requirements are in a standard format and verified for accuracy through a rigorous quality control program. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11300/9/D

11300.10d	GENERAL UTILITIES AND SERVICES RECORDS	10. Deficiency Abatement Projects Management Information System. Describes facility deficiencies and contains recommended corrective measures to eliminate them. Management personnel use this system to assess risks associated with each deficiency and to assign priorities to each project. System is maintained at FACSO Port Hueneme and supports NEESA and the EFDs. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11300/10/D
11310.4d	POWER PLANT RECORDS	4. Ship-To-Shore Power Outage System. Input data on shore supplied electric power outages to nuclear ships over time at various port facilities is used to provide reports to the Commander, Naval Sea Systems Command (COMNAVSSEASYSKOM), and Fleet and Force Commanders relating to trends and patterns of ship-to-shore power failures, shipboard power problems, and to correlate similar problems at different locations. The system is managed by NEESA and maintained at FACSO. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11310/4/D
11320.21d	FIRE PROTECTION AND FIRE FIGHTING RECORDS	21. Fire Management Information System (FIREMIS). The FIREMIS tracks man-hours expended by the fire division, number of fire-related exercises, i.e., training drills, classroom training, emergency fire runs, fire drills, and fire losses. It combines all this information into a monthly status report. System will also produce statistics related to type of emergency, fire runs and number of arrested landings for a particular runway or a particular type of aircraft. System is maintained by Naval Air Stations on micro computers. 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.	o	N1-NU-86-5 / 11320/21/D
11320.22d	FIRE PROTECTION AND FIRE FIGHTING RECORDS	22. Building Information System. A fire safety system usually maintained on micro computer by shore activities. The system retains information relating to building specifications for all buildings and structures on the station. System produces reports of those buildings scheduled for inspection on a selected date. Reports can be produced of hazardous materials stored in a particular building or potentially hazardous areas. The system keeps track of the number and location of fire extinguishers. A report or pertinent fire information, such as location of main gas shut-off, main electric switch, etc., can be readily produced. 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.	o	N1-NU-86-5 / 11320/22/D
11330.4d	WATER SUPPLY RECORDS	4. Navy Accidental Oil Spill Reporting System. Source documents for the system are messages issued by ships, aircraft, and shore installations at the time of an accidental oil spill. Messages are sent to NEESA where information is entered into the data base. Updates are entered monthly. Two annual reports are produced by the system: one report addresses the size, type, and location of the spills for the preceding calendar years and the other provides detailed study of the causes of the spills. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11330/4/D
11345.2d	SEWER AND SEWERAGE RECORDS	2. National Pollutant Discharge Elimination System. This data system provides for the central storage and processing of Navy water quality data transactions. Provides Navy and Marine Corps activity users with an effective means for evaluating water quality problems. The data system contains information on wastewater discharges permitted by state and federal regulatory agencies. Water quality data include permit requirements for sampling and analysis and the status of compliance by various naval activities. System is maintained at NEESA Headquarters, Port Hueneme and supports NEESA and the NAVFACENCOM Field Divisions. d. Systems documentation to include description of data elements, file layouts, code books, and operators and user manuals.		Retain on board. Destroy when superseded or no longer needed for reference.	o	N1-NU-86-5 / 11345/2/D
11410.2d	WATERFRONT RECORDS	2. Waterfront Management Information System. System provides pertinent information to assist waterfront personnel in making ships berthing assignments. System maintains the status of all ships currently berthed or scheduled to be berthed. A statistical subsystem maintains data related to harbor tugs, support craft, pusher boats, daily port operations, homeport gains and losses, oil spills, waste oil, etc. Monthly, quarterly, and yearly statistical reports are produced. 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.	o	N1-NU-86-5 / 11410/2/D

11101.13c	FAMILY HOUSING RECORDS	<p>13. Marine Corps Housing Automated System (MCHAS). System that documents statistics on the utilization and occupancy of military family housing assigned to Marine Corps installations. This electronic system identifies downtime, turnover rates, and occupancy rates to assist in determining deficiencies to family housing managers and other housing department personnel. This information is used to manage and provide support to family housing applicants and occupants. The system supports assignment, referral, fund control, maintenance planning, and furnishings control functions.</p> <p>NOTE: System data has been migrated to the Electronic Navy Housing System (eNH). Effective 2008 the Marine Corps Housing Automated system (MCHAS) is no longer in use.</p> <p>c. Documentation. Includes, but not limited to descriptions of data elements, file layout, code books, and operator and user manuals.</p>		Destroy when no longer needed for reference purposes.	o	GRS 20.11(1)
11110.3a	MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS	<p>3. Medical/Dental Activity Space Program and Special Project System. This system identifies space, equipment, construction standards, and design specification items required for various types of medical/dental facilities. In addition, allowance list of equipment and supplies are maintained for planned and existing facilities. System supports BUMED and is maintained at NIH.</p> <p>a. Automated records including tapes, file layouts and systems documentation.</p>		Retain on board. Destroy when updated or superseded, whichever is earlier.	o	N1-NU-86-5 / 11110/3/A
11110.5b	MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS	<p>5. Design Criteria Records.</p> <p>b. Technical reference files. Records include brochures, catalogs, etc., pertaining to materials, systems, and equipment related to architectural planning and development.</p>		Retain on board. Destroy when superseded or outdated, whichever is earlier.	o	N1-NU-86-5 / 11110/5/B

5000-X	GRS 23.1 - Office Administrative Files:	<p>Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.</p> <p>NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting a Standard Form (SF) 115 to the National Archives and Records Administration (NARA).</p>	cutoff	TEMPORARY: Destroy when 2 years old.	x	GRS 23.1
11000.2b	GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS	<p>2. Activities General Correspondence Files. Correspondence and related records of public works offices and of other activities and offices performing public works type functions.</p> <p>b. General correspondence files. Records relating to the routine internal operation and administration of the office.</p>		Destroy when 2 years old.	3	GRS 23.1