

## Request for Records Disposition Authority

Records Schedule Number      DAA-NU-2015-0013

Schedule Status      Modified Approved Version

Agency or Establishment      Department of the Navy

Record Group / Scheduling Group      Navy Undifferentiated

Records Schedule applies to      Agency-wide

Schedule Subject      Aeronautical and Astronautical Material Records

Internal agency concurrences will  
be provided      No

Background Information      Department of the Navy Records Schedule 2015 revision - Chapter  
13

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	4	11	0

GAO Approval

## Outline of Records Schedule Items for DAA-NU-2015-0013

Sequence Number	
1	Chapter 13 - Aeronautical and Astronautical Material Records
1.1	13000-1 Policy, Strategy, and Planning Disposition Authority Number: DAA-NU-2015-0013-0001
1.2	13000-2 Aeronautical and Astronautical Technical Reports and Publications Disposition Authority Number: DAA-NU-2015-0013-0002
1.3	13000-3 Aircraft Design, Engineering, and Test and Evaluation – Design Plans and Drawings Disposition Authority Number: DAA-NU-2015-0013-0003
1.4	13000-4 Experimental Aircraft Flight Summaries Disposition Authority Number: DAA-NU-2015-0013-0004
1.5	13000-5 Aircraft Logs - Significant Incidents Disposition Authority Number: DAA-NU-2015-0013-0005
1.6	13000-6 Aircraft Service Changes and Significant Maintenance Disposition Authority Number: DAA-NU-2015-0013-0006
1.7	13000-7 Naval Aviation Logistics Center Disposition Authority Number: DAA-NU-2015-0013-0007
1.8	13000-8 Aircraft Design, Engineering, and Test and Evaluation - Non-Significant Aircraft and Components Disposition Authority Number: DAA-NU-2015-0013-0008
1.9	13000-9 Engineering Change Proposals Disposition Authority Number: DAA-NU-2015-0013-0009
1.10	13000-10 General Correspondence (Air and Space) Disposition Authority Number: DAA-NU-2015-0013-0010
1.11	13000-11 General Operations of the Aeronautical and Astronautical Program Disposition Authority Number: DAA-NU-2015-0013-0011
1.12	13000-12 Transient Records Disposition Authority Number: DAA-NU-2015-0013-0012
1.13	13000-13 Aircraft Maintenance and Modification Logs Disposition Authority Number: DAA-NU-2015-0013-0013
1.14	13000-14 Aircraft Characteristics Charts Disposition Authority Number: DAA-NU-2015-0013-0014
1.15	13000-15 Aircraft Maintenance Material Readiness List (AMMRL) Program Disposition Authority Number: DAA-NU-2015-0013-0015

## Records Schedule Items

Sequence Number					
1	<p><b>Chapter 13 - Aeronautical and Astronautical Material Records</b></p> <p>The records described in this chapter relate to Aeronautical and Astronautical Weapons and Materials and to the Development and Readiness of these Weapons and Materials for All Naval Forces. They are accumulated by Aeronautical Activities and Offices and by units and departments or activities and offices that are concerned with Aeronautical and Astronautical Materials and related functions. Records relating to research matters and to flight and space operations are covered in Chapter 3.</p>				
1.1	<p><b>13000-1 Policy, Strategy, and Planning</b></p> <p>Disposition Authority Number      <b>DAA-NU-2015-0013-0001</b></p> <p>Information relating to the development, implementation, interpretation and overall administration of DON policies, procedures and programs pertaining to Navy and Marine Corps aeronautical matters. These records are accumulated only in offices responsible for the establishment and/or administration of Department-wide aeronautical policies and programs, such as: The Office of the Secretary, The Chief of Naval Operations, the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM), and the Marine Corps Deputy Commandant for Aviation (DC A).</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?           <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?       <b>No</b></p> <table><tr><th>Manual Citation</th><th>Manual Title</th></tr><tr><td><b>13000-1</b></td><td><b>SECNAV M-5210.1</b></td></tr></table> <p>GRS or Superseded Authority Citation      <b>NC1-NU-84-2 / 13000/1/A</b> <b>NC1-NU-84-2 / 13000/1/B</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at end of calendar year.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after cutoff</b></p>	Manual Citation	Manual Title	<b>13000-1</b>	<b>SECNAV M-5210.1</b>
Manual Citation	Manual Title				
<b>13000-1</b>	<b>SECNAV M-5210.1</b>				

### Additional Information

First year of records accumulation **1967**

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	25 GB	5 GB
Paper	550 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

### 13000-2 Aeronautical and Astronautical Technical Reports and Publications

Disposition Authority Number **DAA-NU-2015-0013-0002**

Information relating to technical reports and publications. Includes technical reports and publications, along with background papers; master aircraft characteristics charts and reports; aircraft serviceability and air worthiness testing records; engineering change proposals; weight and balance reports; configuration control reports; and insignia and marking specifications.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
<b>13000-2</b>	<b>SECNAV M-5210.1</b>

GRS or Superseded Authority Citation **NC1-NU-84-2 / 13000/1/C**  
**NC1-NU-84-2 / 13000/1/D**

NC1-NU-84-2 / 13000/1/E  
NC1-NU-84-2 / 13000/7/A  
DAA-0343-2012-0001-0005  
DAA-0343-2012-0001-0006  
NC1-NU-84-2 / 13010/1/A  
NC1-NU-84-2 / 13050/1/A  
NC1-NU-84-2 / 13051/4  
NC1-NU-84-2 / 13060/1  
NC1-NU-84-2 / 13080/1

#### Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Transfer to the National Archives  
for Accessioning

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

#### Additional Information

First year of records accumulation 1949

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

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

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

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	25 GB	5 GB
Paper	470 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

13000-3 Aircraft Design, Engineering, and Test and Evaluation – Design Plans and Drawings

Disposition Authority Number DAA-NU-2015-0013-0003

Records relating to the design, engineering, and test and evaluation of aircraft.  
Includes design and engineering program reports; design and engineering

project management; aeronautical engineering drawings; design validation reports; preliminary designs, drafts, and diagrams; airworthiness and service suitability; aircraft survivability and design/development of avionics of historical and lasting significance. See item 13000-8 for material of non-significant aircraft, aircraft components, or design and engineering material not worthy of historical preservation.

Final Disposition Permanent

Item Status Inactive

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
13000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation  
 NC1-NU-84-2 / 13000/1/F  
 NC1-NU-84-2 / 13000/5  
 DAA-0343-2012-0001-0001  
 DAA-0343-2012-0001-0002  
 N1-NU-10-2 / 14  
 NC1-NU-84-2 / 13000/10/A  
 NC1-NU-84-2 / 13030/1  
 NC1-NU-84-2 / 13040/1  
 NC1-NU-84-2 / 13200/1  
 NC1-NU-84-2 / 13000/7/B/1

Inactive Status Explanation  
 This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2020-0001-0001  
 DAA-NU-2015-0013-0003 was superseded by DAA-NU-2020-0001-0001.

#### Disposition Instruction

Cutoff Instruction Cutoff at end of Calendar year.

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

#### Additional Information

First year of records accumulation 1966

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

Unknown

This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is unknown.

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

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	25 GB	5 GB
Paper	62 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.4

#### 13000-4 Experimental Aircraft Flight Summaries

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

Aircraft Log Books and Records. These records consist of monthly flight summaries, aircraft non aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and scheduled removal components records for experimental aircraft.

Final Disposition

Permanent

Item Status

Inactive

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
13000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation

NC1-NU-84-2 / 13090/1/A/1

Inactive Status Explanation

This item is inactive because it was superseded by

New Disposition Authority Number: DAA-NU-2020-0001-0002  
DAA-NU-2015-0013-0004 was superseded by DAA-NU-2020-0001-0002.

#### Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning

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

#### Additional Information

First year of records accumulation 1949

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	25 GB	5 GB
Paper	65 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.5

#### 13000-5 Aircraft Logs - Significant Incidents

Disposition Authority Number DAA-NU-2015-0013-0005

Monthly flight summaries, aircraft non aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and scheduled removal components records for aircraft and/or equipment lost in combat or that have been involved in an accident resulting in death, missing in action or injury of any person, and/or substantial damage to other than government property.

Final Disposition

Temporary



1.6	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>13000-5</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	13000-5	SECNAV M-5210.1
	Manual Citation	Manual Title				
	13000-5	SECNAV M-5210.1				
	GRS or Superseded Authority Citation	NC1-NU-84-2 / 13090/1/D				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at end of calendar year.				
	Retention Period	Destroy 20 year(s) after cutoff				
	Additional Information					
	GAO Approval	Not Required				
	13000-6 Aircraft Service Changes and Significant Maintenance					
	Disposition Authority Number	DAA-NU-2015-0013-0006				
	Information relating to aircraft configuration changes and significant maintenance. Includes, but not limited to, changes and bulletins; aircraft service changes; engineering change proposals; and quality deficiency reports.					
Final Disposition	Temporary					
Item Status	Active					
Is this item media neutral?	Yes					
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No					
<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>13000-6</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	13000-6	SECNAV M-5210.1	
Manual Citation	Manual Title					
13000-6	SECNAV M-5210.1					
GRS or Superseded Authority Citation	NC1-NU-84-2 / 13052/1 NC1-NU-84-2 / 13053/1 NC1-NU-84-2 / 13054/1 NC1-NU-84-2 / 13070/2/A NC1-NU-84-2 / 13070/2/B					

1.7

Disposition Instruction

Cutoff InstructionCutoff at end of calendar year.

Retention PeriodDestroy 10 year(s) after cutoff

Additional Information

GAO ApprovalNot Required

13000-7 Naval Aviation Logistics Center

Disposition Authority NumberDAA-NU-2015-0013-0007

Information relating to the administration of the Naval Aviation Logistics Center.

Final DispositionTemporary

Item StatusActive

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
13000-7	SECNAV M-5210.1

GRS or Superseded Authority CitationNC1-NU-84-2 / 13000/9/A/1  
NC1-NU-84-2 / 13000/9/C/1  
NC1-NU-84-2 / 13000/9/C/2

Disposition Instruction

Cutoff InstructionCutoff at end of calendar year.

Retention PeriodDestroy 7 year(s) after cutoff

Additional Information

GAO ApprovalNot Required

13000-8 Aircraft Design, Engineering, and Test and Evaluation - Non-Significant Aircraft and Components

Disposition Authority NumberDAA-NU-2015-0013-0008

Information relating to routine design, engineering, and test and evaluation of non-significant aircraft and aircraft components that are not considered significant or historical. Includes, but not limited to, aircraft maintenance; aircraft test and evaluation; aircraft support equipment; automated aircraft test and evaluation; standards, test, and measurement equipment; support equipment

1.8

rework management; and avionics maintenance. See item 13000-3 for material considered significant or worthy of historical preservation.

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
13000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation  
 NC1-NU-84-2 / 13020/1  
 NC1-NU-84-2 / 13600/1  
 NC1-NU-84-2 / 13610/1  
 NC1-NU-84-2 / 13620/1  
 NC1-NU-84-2 / 13630/1  
 NC1-NU-84-2 / 13640/1  
 NC1-NU-84-2 / 13680/1/B  
 NC1-NU-84-2 / 13690/1  
 NC1-NU-84-2 / 13800/1  
 NC1-NU-84-2 / 13900/1

#### Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 5 year(s) after cutoff

#### Additional Information

GAO Approval Not Required

#### 13000-9 Engineering Change Proposals

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

Recommendations made by the Navy and/or Navy contractors or other interested parties for changes in procedures for the upkeep, maintenance, repair, or improvement of aircraft, aeronautical equipment, or material, including supporting documentation and correspondence.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

1.9

1.10	electronic format(s) other than e-mail and word processing?	
	Manual Citation	Manual Title
	13000-9	SECNAV M-5210.1
	GRS or Superseded Authority Citation NC1-NU-84-2 / 13051/1/A	
	Disposition Instruction	
	Cutoff Instruction	Cutoff at final payment.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	13000-10 General Correspondence (Air and Space)	
Disposition Authority Number DAA-NU-2015-0013-0010		
Information accumulated in connection with the routine, day-to-day, administration of U.S. Navy and Marine Corps aeronautical and astronautical 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
13000-10		SECNAV M-5210.1
GRS or Superseded Authority Citation		NC1-NU-84-2 / 13000/2/A NC1-NU-84-2 / 13000/2/B NC1-NU-84-2 / 13000/2/C NC1-NU-84-2 / 13000/2/E NC1-NU-84-2 / 13000/9/A/2 NC1-NU-84-2 / 13301/1 NC1-NU-84-2 / 13700/1/A/1 NC1-NU-84-2 / 13700/1/A/2 NC1-NU-84-2 / 13700/1/A/3 NC1-NU-84-2 / 13700/1/B/1 NC1-NU-84-2 / 13700/1/B/2 NC1-NU-84-2 / 13700/1/B/3

1.11	<b>Disposition Instruction</b>				
	Cutoff Instruction	Cutoff at end of calendar year.			
	Retention Period	Destroy 3 year(s) after cutoff.			
	<b>Additional Information</b>				
	GAO Approval	Not Required			
	<b>13000-11 General Operations or the Aeronautical and Astronautical Program</b>				
	Disposition Authority Number	DAA-NU-2015-0013-0011			
	Information relating to the daily operation of activities or offices performing functions related to aeronautical and astronautical matters. Includes, but not limited to, technical manual development; aircraft project case files; progress and work-load reports; routine aircraft accountability and status; aircraft availability; and end-of-quarter reports.				
	Final Disposition	Temporary			
	Item Status	Active			
Is this item media neutral?	Yes				
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>13000-11</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table>		Manual Citation	Manual Title	13000-11	SECNAV M-5210.1
Manual Citation	Manual Title				
13000-11	SECNAV M-5210.1				
GRS or Superseded Authority Citation	NC1-NU-84-2 / 13000/4 NC1-NU-84-2 / 13000/8/E NC1-NU-84-2 / 13000/9/B/1 NC1-NU-84-2 / 13000/9/D NC1-NU-84-2 / 13051/2 NC1-NU-84-2 / 13070/1/A/2 NC1-NU-84-2 / 13100/1 NC1-NU-84-2 / 13100/2 NC1-NU-84-2 / 13302/1 NC1-NU-84-2 / 13670/2 NC1-NU-84-2 / 13670/3 NC1-NU-84-2 / 13680/1/A NC1-NU-84-2 / 13680/1/C NC1-NU-84-2 / 13700/2				
<b>Disposition Instruction</b>					

1.12

Cutoff Instruction	Cutoff at end of calendar year.				
Retention Period	Destroy 3 year(s) after cutoff				
Additional Information					
GAO Approval	Not Required				
13000-12 Transient Records					
Disposition Authority Number	DAA-NU-2015-0013-0012				
Information related to U.S. Navy and U.S. Marine Corps air and space programs 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				
<table><tr><td>Manual Citation</td><td>Manual Title</td></tr><tr><td>13000-12</td><td>SECNAV M-5210.1</td></tr></table>		Manual Citation	Manual Title	13000-12	SECNAV M-5210.1
Manual Citation	Manual Title				
13000-12	SECNAV M-5210.1				
GRS or Superseded Authority Citation	DAA-0343-2012-0001-0004 NC1-NU-84-2 / 13000/7/C DAA-0343-2012-0001-0008 NC1-NU-84-2 / 13051/B NC1-NU-84-2 / 13070/1/A/1 NC1-NU-84-2 / 13700/4				
Disposition Instruction					
Retention Period	Destroy when 6 months old.				
Additional Information					
GAO Approval	Not Required				
13000-13 Aircraft Maintenance and Modification Logs					
Disposition Authority Number	DAA-NU-2015-0013-0013				
Log books and records relating to aircraft maintenance; major modifications; airframe systems, components and accessories; Mobile Facility (MF) log books and inventory records; and aircraft inventory records.					
Final Disposition	Temporary				
Item Status	Active				

1.13

1.14	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table><tr><td>Manual Citation</td><td>Manual Title</td></tr><tr><td>13000-13</td><td>SECNAV M-5210.1</td></tr></table>		Manual Citation	Manual Title	13000-13	SECNAV M-5210.1
	Manual Citation	Manual Title				
	13000-13	SECNAV M-5210.1				
	GRS or Superseded Authority Citation	NC1-NU-84-2 / 13900/9/B/2 NC1-NU-84-2 / 13051/3 NC1-NU-84-2 / 13090/1/B NC1-NU-84-2 / 13090/1/C NC1-NU-84-2 / 13090/2/E NC1-NU-84-2 / 13400/1 NC1-NU-84-2 / 13660/1 NC1-NU-84-2 / 13670/1				
	Disposition Instruction					
	Cutoff Instruction	Cutoff after craft disposed of or type of craft becomes obsolete.				
	Retention Period	Destroy immediately after cutoff				
	Additional Information					
	GAO Approval	Not Required				
	13000-14 Aircraft Characteristics Charts					
	Disposition Authority Number	DAA-NU-2015-0013-0014				
	Working papers and test data used to develop standard aircraft characteristics charts.					
Final Disposition	Temporary					
Item Status	Active					
Is this item media neutral?	Yes					
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No					
<table><tr><td>Manual Citation</td><td>Manual Title</td></tr><tr><td>13000-14</td><td>SECNAV M-5210.1</td></tr></table>		Manual Citation	Manual Title	13000-14	SECNAV M-5210.1	
Manual Citation	Manual Title					
13000-14	SECNAV M-5210.1					
GRS or Superseded Authority Citation	NC1-NU-84-2 / 13010/1/B					

1.15

### Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Retention Period

Offer material to National Air and Space Museum when item no longer in inventory. If not offer not accepted, destroy when no longer needed.

### Additional Information

GAO Approval

Not Required

**13000-15 Aircraft Maintenance Material Readiness List (AMMRL) Program**

Disposition Authority Number

DAA-NU-2015-0013-0015

The AMMRL Program is the title of the overall NAVAIR management effort for inventory management of Support Equipment (SE) End Items in use at Organizational and Intermediate Maintenance Activities. The AMMRL Program uses previously generated technical factors to establish se allowances, track in use assets, and identify asset shortages. This information provides a basis for asset redistribution, budget development, and material readiness measurement.

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
13000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation

NC1-NU-84-2 / 13650/1  
NC1-NU-84-2 / 13650/2  
NC1-NU-84-2 / 13650/4

### Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Retention Period

Destroy when superseded or obsolete.

### 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
09/01/2016	Certify	Deborah Douglas	Navy Records Management Analyst	Department of the Navy - Department of the Navy
11/08/2016	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
06/30/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13000	Aeronautical and Astronautical Material Records:	The records described in this chapter relate to Aeronautical and Astronautical Weapons and Materials and to the Development and Readiness of these Weapons and Materials for All Naval Forces. They are accumulated by Aeronautical Activities and Offices and by units and departments or activities and offices that are concerned with Aeronautical and Astronautical Materials and related functions. Records relating to research matters and to flight and space operations are covered in Chapter 3.	N/A	N/A	x	N/A	N/A
13000-1	Policy, Strategy, and Planning:	Information relating to the development, implementation, interpretation and overall administration of DON policies, procedures and programs pertaining to Navy and Marine Corps aeronautical matters. These records are accumulated only in offices responsible for the establishment and/or administration of Department-wide aeronautical policies and programs, such as: The Office of the Secretary, The Chief of Naval Operations, the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM), and the Marine Corps Deputy Commandant for		PERMANENT: Cutoff at calendar year. Transfer to the National Archives 25 years after cutoff.	x		
13000.1a	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	1. Aeronautical and Astronautical Material Primary Program Correspondence Records Relating To the Development, Implementation, Interpretation and Overall Administration of Navy Wide Policies, Procedures and Programs Pertaining To Navy Aeronautical Matters. These records are accumulated only in offices responsible for the establishment and/or administration of Navy Wide Aeronautical Policies and Programs, such as: The Office of the Secretary, the Chief of Naval Operations, and the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Records relate to such matters as: a. Navy wide policies and procedures governing the operations of Project Management Offices.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/1/A	
13000.1b	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	1. Aeronautical and Astronautical Material Primary Program Correspondence Records Relating To the Development, Implementation, Interpretation and Overall Administration of Navy Wide Policies, Procedures and Programs Pertaining To Navy Aeronautical Matters. These records are accumulated only in offices responsible for the establishment and/or administration of Navy Wide Aeronautical Policies and Programs, such as: The Office of the Secretary, the Chief of Naval Operations, and the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Records relate to such matters as: b. Navy wide policies and procedures pertaining to aeronautical and astronautical material readiness.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/1/B	
13000-2	Aeronautical and Astronautical Technical Reports and Publications:	Information relating to technical reports and publications. Includes, but not limited to, technical reports and publications, along with background papers; master aircraft characteristics charts and reports; aircraft serviceability and air worthiness testing records; engineering change proposals; weight and balance reports; configuration control reports; and insignia and marking specifications.		PERMANENT: Cutoff at calendar year. Transfer to the National Archives 25 years after cutoff.	x		
13000.1c	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	1. Aeronautical and Astronautical Material Primary Program Correspondence Records Relating To the Development, Implementation, Interpretation and Overall Administration of Navy Wide Policies, Procedures and Programs Pertaining To Navy Aeronautical Matters. These records are accumulated only in offices responsible for the establishment and/or administration of Navy Wide Aeronautical Policies and Programs, such as: The Office of the Secretary, the Chief of Naval Operations, and the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Records relate to such matters as: c. The master file of all technical reports and publications, along with background papers, maintained by the originating office.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/1/C	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13000.1d	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	1. Aeronautical and Astronautical Material Primary Program Correspondence Records Relating To the Development, Implementation, Interpretation and Overall Administration of Navy Wide Policies, Procedures and Programs Pertaining To Navy Aeronautical Matters. These records are accumulated only in offices responsible for the establishment and/or administration of Navy Wide Aeronautical Policies and Programs, such as: The Office of the Secretary, the Chief of Naval Operations, and the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Records relate to such matters as: d. The master aircraft characteristics charts and reports containing detailed descriptions of the craft and its capabilities.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/1/D	
13000.1e	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	1. Aeronautical and Astronautical Material Primary Program Correspondence Records Relating To the Development, Implementation, Interpretation and Overall Administration of Navy Wide Policies, Procedures and Programs Pertaining To Navy Aeronautical Matters. These records are accumulated only in offices responsible for the establishment and/or administration of Navy Wide Aeronautical Policies and Programs, such as: The Office of the Secretary, the Chief of Naval Operations, and the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Records relate to such matters as: e. Master files describing aircraft serviceability and air worthiness testing.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/1/E	
13000.7a	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	7. Technical Reports. These reports are prepared in connection with a project or task and summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data and join all elements of logistic support necessary for the operation and maintenance of aeronautical systems, weapons, and related equipment into a single package. a. Technical reports. Reports maintained by the naval activity preparing the report or by the activity issuing the contract if the report is generated by the contractor.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/7/A	
13000.8a	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	8. NAVAIR Technical Publications. Includes both Technical Manuals and Technical Directives used to support naval aviation systems, including but not limited to aircraft, airborne weapons, airborne systems and systems components, aircraft launch, recovery equipment, aviation support equipment and training systems in addition to master publication, files also include a copy of each formal change, revision or supplement Technical Manuals contain a description of equipment, weapons, or weapon system(s) with instructions for effective use included are one or more of the following sections: instructions covering initial preparation or use, operational instructions, modification instructions, maintenance instructions, parts list or parts breakdown, and related technical information or procedures. Technical Directives consist of configuration changes, or bulletin-directed inspections, and may be in formal, message or letter format. a. Master paper records of publications not scanned.		PERMANENT. Cutoff when aircraft is stricken from naval inventory. Transfer to the National Archives 30 years after cutoff.	Permanent	DAA-0343-2012-0001-0005	13
13000.8b	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	8. NAVAIR Technical Publications. Includes both Technical Manuals and Technical Directives used to support naval aviation systems, including but not limited to aircraft, airborne weapons, airborne systems and systems components, aircraft launch, recovery equipment, aviation support equipment and training systems in addition to master publication, files also include a copy of each formal change, revision or supplement Technical Manuals contain a description of equipment, weapons, or weapon system(s) with instructions for effective use included are one or more of the following sections: instructions covering initial preparation or use, operational instructions, modification instructions, maintenance instructions, parts list or parts breakdown, and related technical information or procedures. Technical Directives consist of configuration changes, or bulletin-directed inspections, and may be in formal, message or letter format. b. Electronic copy of scanned master paper and microfilm publication record. Consists of scanned paper, scanned microfilm, and born digital official record copies of technical publications, including documentation.		PERMANENT. Cutoff when aircraft is stricken from naval inventory. Transfer to the National Archives for pre-accessioning 1 year after cutoff. Transfer legal custody to the National Archives 30 years after cutoff.	Permanent	DAA-0343-2012-0001-0006	13
13010.1a	AIRCRAFT CHARACTERISTICS RECORDS	1. Primary Program Records. These records document such vital information as weight and dimensions of aircraft, engine power, engine type, take off distance, wind over aircraft needed for take off, and range depending on mission and weapon load. Files include detailed description of aircraft operation under different conditions, aircraft's ability to withstand stress, and hydro dynamics of a seaplane or flying boat. a. Standard aircraft characteristics charts.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13010/1/A	
13050.1a	CONFIGURATION CONTROL RECORDS	1. Configuration Control Board (CCB) ACTIONS. Records include master files and technical directives of approved changes issued to the fleet to modify aircraft. a. Master file. These files consist of CCB change requests and supporting data, changes to weapons configuration program, availability of equipment, cost and funding documents, and logistic milestone charts.		Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	p	NC1-NU-84-2 / 13050/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13051.4	ENGINEERING CHANGE PROPOSALS RECORDS	4. Master Set of Proposals. Files generally include and are handled as master technical instructions or plans files.		Permanent. Forward to WNRC when aircraft is stricken from Navy list. Offer to NARA when 20 years old.	p	NC1-NU-84-2 / 13051/4	
13060.1	WEIGHT AND BALANCE RECORDS	1. Reports and Correspondence. Files used to ensure that the aircraft has accurate weight and center of gravity to operate within permissible limits and to estimate new weights of design when they are in the preliminary stages.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13060/1	
13080.1	EXTERIOR/INTERIOR FINISH, MARKING, AND LIGHTING RECORDS	1. Specification Records. These records consist of specifications describing how each aircraft is painted and marked with serial numbers, squadron identification numbers and insignia, instructions, and warnings.		Permanent. Retain on board. Offer to NARA when specification is cancelled or superseded.	p	NC1-NU-84-2 / 13080/1	

13000-3	Aircraft Design, Engineering, and Test and Evaluation:	Information relating to the design, engineering, and test and evaluation of aircraft. Includes, but not limited to, design and engineering program reports; design and engineering project management; aeronautical engineering drawings; design validation reports; preliminary designs, drafts, and diagrams; airworthiness and service suitability; aircraft survivability and design/development of avionics of historical and lasting significance. See item 13000-8 for material of non-significant aircraft, aircraft components, or design and engineering material not worthy of historical preservation.		PERMANENT: Cutoff at calendar year. Transfer to the National Archives 25 years after cutoff.	x		
13000.1f	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	1. Aeronautical and Astronautical Material Primary Program Correspondence Records Relating To the Development, Implementation, Interpretation and Overall Administration of Navy Wide Policies, Procedures and Programs Pertaining To Navy Aeronautical Matters. These records are accumulated only in offices responsible for the establishment and/or administration of Navy Wide Aeronautical Policies and Programs, such as: The Office of the Secretary, the Chief of Naval Operations, and the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Records relate to such matters as: f. Design and engineering programs, including technical design reports, preliminary design reports for developmental aircraft, specifications and other aspects of the aeronautical design and engineering program.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/1/F	
13000.5	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	5. Project Manager Records. Files maintained by designated project managers and weapons systems managers assigned responsibility for intensified management of weapons, component, and support systems. These records involve a wide spectrum of activity, including support systems. These records involve a wide research, exploratory, advanced engineering, and operational systems development and production and out of production support. Files consist of primary program correspondence, reports, plans, studies, etc.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/5	
13000.6a	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	6. Aeronautical Engineering Drawings and Related Data. Consists of engineering documents (i.e., drawings associated lists, accompanying documents, manufacture specifications and standards), or other information prepared by a design activity relating to the design, manufacture, procurement, test, or inspection of items or services These records are generated and or accumulated by the Naval Air Technical Data and Engineering Service Center (NATEC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components. a. Paper records, microfilm copies, aperture cards, and stable based negatives (official record copy not scanned).		PERMANENT. Cutoff when aircraft is stricken from naval inventory. Transfer to the National Archives 55 years after cutoff.	Permanent	DAA-0343-2012-0001-0001	
13000.6b	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	6. Aeronautical Engineering Drawings and Related Data. Consists of engineering documents (i.e., drawings associated lists, accompanying documents, manufacture specifications and standards), or other information prepared by a design activity relating to the design, manufacture, procurement, test, or inspection of items or services These records are generated and or accumulated by the Naval Air Technical Data and Engineering Service Center (NATEC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components. b. Electronic records (official record copy). Records consist of scanned paper records, scanned microfilm, scanned aperture cards, and born digital official record copies of engineering drawings, including documentation.		PERMANENT. Cutoff when aircraft is stricken from naval inventory. Transfer to the National Archives for pre-accessioning 1 year after cutoff. Transfer legal custody to the National Archives 30 years after cutoff.	Permanent	DAA-0343-2012-0001-0002	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13000.6e	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	<p>6. Aeronautical Engineering Drawings and Related Data. These are files generated and/or accumulated by the Naval Air Technical Data and Engineering Service Command (NATEC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components.</p> <p>e. Master database file. Copies of engineering and related data entered into the master DoD Electronic Engineering Database site at COMNAVAIRSYSCOM. This database maintains standard engineering data drawings and technical documents of aircraft and weapons that support COMNAVAIRSYSCOM and war-fighters.</p> <p>NOTE: Since 1999 this database has been known by several different names such as Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS).</p> <p>Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS).</p>		PERMANENT. Transfer annually to National Archives as specified in 36 CFR 1235.40 or standards applicable at the time of transfer. Format and method of transfer to be determined by NARA and CNO (DNS-5) at the time of transfer. Delete data that has already been transferred to NARA from master file database when 55 years old or when equipment is obsolete, whichever is earlier.	p	N1-NU-10-2 / 14	
13000.7b(2)	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	<p>7. Technical Reports. These reports are prepared in connection with a project or task and summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data and join all elements of logistic support necessary for the operation and maintenance of aeronautical systems, weapons, and related equipment into a single package.</p> <p>b. Design reports. Files prepared by aircraft and weapons systems design staffs and reports submitted by the contractor or field activity explaining how they will meet specified design requirements.</p> <p>(2) Preliminary overall design and summary design reports for developmental aircraft and weapons systems.</p>		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/7/B/2	
13000.10a	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	<p>10. Specifications for the Development and Manufacture of Aircraft and Aeronautical and Astronautical Equipment.</p> <p>a. Master files. Files include (preliminary) drafts or diagrams of specifications, test results, comments, working papers, and other records accumulated in connection with the development or modification of the specification as well as approved drawings, plans, or specifications together with summary papers pertinent to the development and final approval of the specification.</p>		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13000/10/A	
13030.1	AIRWORTHINESS AND SERVICE SUITABILITY RECORDS	1. Primary Program Records. These files describe how aircraft was originally tested by Navy to determine aircraft's ability to perform. Records describe good points and shortcomings of the aircraft and corrective actions. Records include detailed descriptions of what aircraft could do well, very well, only acceptably, and could not do, and explain why. These records are accumulated by various naval activities, departments, divisions, and units and consist of correspondence and reports.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13030/1	
13040.1	AIRCRAFT SURVIVABILITY/VULNERABILITY RECORDS	1. Correspondence, Reports, and Related Records. Files, which explain the aircraft's ability to effectively perform under specific circumstances. These records are accumulated by various naval activities, departments, divisions, and other organizational units.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	p	NC1-NU-84-2 / 13040/1	
13200.1	GENERAL AVIONICS RECORDS	1. Correspondence and Reports. Files documenting the significant development, production, test, evaluation, and basic design of electrical and electronic devices for use in aviation, especially electronic control systems for aircraft and airborne weapons.		Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	p	NC1-NU-84-2 / 13200/1	
13000-4	Experimental Aircraft Flight Summaries:	Aircraft Log Books and Records. These records consist of monthly flight summaries, aircraft non aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and scheduled removal components records for experimental aircraft.		PERMANENT: Transfer to the National Archives 25 years after cutoff.	x		
13090.1a(1)	LOGS AND RECORDS	summaries, aircraft non aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and		Permanent. Forward to WNRC when the aircraft is stricken from Navy list. Offer to NARA when 20 years old.	p	NC1-NU-84-2 / 13090/1/A/1	
13000-5	Aircraft Logs - Significant Incidents:			TEMPORARY: Cutoff at end of calendar year. Destroy 20 years after cutoff.	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13090.1d	LOGS AND RECORDS	scheduled removal components records for experimental aircraft.		Operating activity retain for 1 year for defense to litigation action, then forward to WNRC. Destroy when 20 years old.	30	NC1-NU-84-2 / 13090/1/D	
13000-6	Aircraft Service Changes and Significant Maintenance:	Information relating to aircraft configuration changes and significant maintenance. Includes, but not limited to, changes and bulletins; aircraft service changes; engineering change proposals; and quality deficiency reports.	Trigger(s)	TEMPORARY: Cutoff at calendar year. Destroy 10 years after cutoff.	x		
13052.1	CHANGES AND BULLETINS RECORDS	1. Changes and Bulletins. A change directs the accomplishment and recording of a configuration change, that is, material change, a modification, or an alteration in the characteristics of the equipment. A bulletin directs a one time inspection to determine whether a given condition exists and specifies what action shall be taken. Files include changes, bulletins, change kit records, and fleet proposals for aircraft modifications.		Transfer to WNRC when 5 years old. Destroy when 10 years old.	10	NC1-NU-84-2 / 13052/1	
13053.1	CHANGE KITS	1. Aircraft Service Change Folders. Records relating to parts or set of parts, material and tooling required to change the form, fit, or function of a system, equipment, component or piece of hardware.		Transfer to WNRC when 5 years old. Destroy when 10 years old.	10	NC1-NU-84-2 / 13053/1	
13054.1	FLEET PROPOSALS FOR AIRCRAFT MODIFICATION RECORDS	1. Engineering Change Proposals. Recommendations for changes in maintenance, repair, or improvement of aeronautical or astronautical equipment or materials.		Transfer to WNRC when 5 years old. Destroy when 10 years old.	10	NC1-NU-84-2 / 13054/1	
13070.2a	RELIABILITY AND MAINTENANCE RECORDS	2. Master File. Quality deficiency reports and other records containing valuable engineering data, narrative comments, and investigative results or other data determined to have research or informational value. These files are maintained at the Naval Weapons Engineering Support Activity, Washington, DC. a. ADP Records.		Retain on board. Destroy when 10 years old.	10	NC1-NU-84-2 / 13070/2/A	
13070.2b	RELIABILITY AND MAINTENANCE RECORDS	2. Master File. Quality deficiency reports and other records containing valuable engineering data, narrative comments, and investigative results or other data determined to have research or informational value. These files are maintained at the Naval Weapons Engineering Support Activity, Washington, DC. b. Microfilm Records.		Retain on board. Destroy when 10 years old.	10	NC1-NU-84-2 / 13070/2/B	
13000-7	Naval Aviation Logistics Center:	Information relating to the administration of the Naval Aviation Logistics Center.	Trigger(s)	TEMPORARY: Cutoff at calendar year. Destroy 7 years after cutoff.	x		
13000.9a(1)	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	9. Naval Aviation Logistics Center Records. a. General correspondence files. (f) Those files relating to the performance of the activity's assigned aeronautical material fleet readiness functions.		Retain on board. Destroy when 5 years old.	7	NC1-NU-84-2 / 13000/9/A/1	
13000.9c(1)	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	9. Naval Aviation Logistics Center Records. c. Structural defects inspection reports. (f) Positive reports.		Retain on board. Destroy when 6 years old.	7	NC1-NU-84-2 / 13000/9/C/1	
13000.9c(2)	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	9. Naval Aviation Logistics Center Records. c. Structural defects inspection reports. (2) Negative reports.		Destroy after results have been reported to NAVAIR HCL	wnin	NC1-NU-84-2 / 13000/9/C/2	moved to be with like records
13000-8	Aircraft and Aircraft Equipment Test and Evaluation:	Information relating to aircraft test and evaluation. Includes, but not limited to, aircraft maintenance; aircraft test and evaluation; aircraft support equipment; automated aircraft test and evaluation; standards, test, and measurement equipment; support equipment rework management; and avionics maintenance. See item 13000-3 for material considered significant or worthy of historical preservation.	Trigger(s)	TEMPORARY: Cutoff at calendar year. Destroy 5 years after cutoff.	x		
13020.1	AIRCRAFT MAINTENANCE RECORDS	1. General Correspondence Files. Files of activities, departments, divisions, or units concerned with the construction, alteration, overhaul, and repair of equipment and aircraft.		Retain on board. Destroy when 4 years old.	7	NC1-NU-84-2 / 13020/1	
13600.1	GENERAL AERONAUTICAL GROUND SUPPORT EQUIPMENT RECORDS	1. General Correspondence, Reports, and Memoranda. Files, which are non-policy in nature and are concerned with the design, development, production, test, evaluation, and support of aeronautical support equipment.		Retain on board. Destroy when 5 years old.	7	NC1-NU-84-2 / 13600/1	
13610.1	COMMON GROUND SUPPORT EQUIPMENT RECORDS	1. General Correspondence. Files containing information dealing with an item of support equipment, which has application to and is used in support of more than one end item.		Retain on board. Destroy when 5 years old.	7	NC1-NU-84-2 / 13610/1	
13620.1	PECULIAR GROUND SUPPORT EQUIPMENT RECORDS	1. General Correspondence. Files dealing with an item of support equipment that is designed and developed in conjunction with the development of a particular end item and does not have broad application.		Retain on board. Destroy when 5 years old.	7	NC1-NU-84-2 / 13620/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13630.1	AUTOMATIC TEST EQUIPMENT RECORDS	1. General Correspondence, Reports, and Memoranda. Records concerning equipment, which, either automatically or semi-automatically, carries out a predetermined program of testing for possible malfunctions without reliance on human intervention.		Retain on board. Destroy when 5 years old.	7	NC1-NU-84-2 / 13630/1	
13640.1	CALIBRATION GROUND SUPPORT EQUIPMENT RECORDS	1. General Correspondence, Reports, and Memoranda. Records concerning standards, test, and measurement equipment used in the inspection, acceptance, and calibration of equipment.		Retain on board. Destroy when 5 years old.	7	NC1-NU-84-2 / 13640/1	
13680.1b	REWORK, MAINTENANCE, AND CHECKOUT RECORDS	1. Support Equipment (SE) Depot Rework Management Records. These records are used to determine quarterly SE rework requirements, to establish a quarterly schedule for each rework activity, and to maintain a record of the progress of each item through the rework process. b. Paper printout history file.		Retain on board. Destroy when 5 years old.	7	NC1-NU-84-2 / 13680/1/B	
13690.1	AVIONICS SUPPORT EQUIPMENT RECORDS	1. General Correspondence, Reports, and Memoranda. Records concerning equipment used on the ground to maintain an avionics system.		Retain on board. Destroy when 5 years old.	7	NC1-NU-84-2 / 13690/1	
13800.1	GENERAL LAUNCHING AND LANDING EQUIPMENT RECORDS	1. General Correspondence, Reports, and Data. Records relating to general launching and landing equipment.		Retain on board. Destroy when 7 years old.	7	NC1-NU-84-2 / 13800/1	
13900.1	GENERAL OTHER INSTRUMENTS AND LABORATORY EQUIPMENT RECORDS	1. General Correspondence, Reports, and Data. Records relating to other instruments and laboratory equipment.		Retain on board. Destroy when 5 years old.	7	NC1-NU-84-2 / 13900/1	
13000-9	Engineering Change Proposals:	Recommendations made by the Navy and/or Navy contractors or other interested parties for changes in procedures for the upkeep, maintenance, repair, or improvement of aircraft, aeronautical equipment, or material, including supporting documentation and correspondence.	Trigger(s)	TEMPORARY: Cutoff at final payment. Destroy 7 years after cutoff.	x		
13051.1a	ENGINEERING CHANGE PROPOSALS RECORDS	1. Engineering Change Proposals (ECPs). Files consist of recommendations made by the Navy and/or Navy contractors or other interested parties for changes in procedures for the upkeep, maintenance, repair, or improvement of aircraft, aeronautical equipment, or material, including supporting documentation and correspondence. a. ECPs filed with the official contract case file.		Retain on board. Destroy 6 years and 3 months after final payment under the contract.	7	NC1-NU-84-2 / 13051/1/A	
13000-10	General Correspondence (Air and Space):	Information accumulated in connection with the routine, day-to-day, administration of Navy and Marine Corps aeronautical and astronautical programs.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 3 years after cutoff.	x		
13000.2a	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	2. Aeronautical and Astronautical Material General Correspondence. Records accumulated in connection with the routine, day to day, administration and operation of Navy Aeronautical Programs. These records accumulate primarily at offices responsible for implementing and administering policies and programs established by higher echelon offices, but they also may be accumulated by higher echelon offices responsible for navy wide policies and programs in connection with their routine, day to day operations (as opposed to their activities covered by paragraph 13000.1). These records include: a. Routine requests for information concerning aeronautical/astronautical policies that do not involve the establishment or revision of policy.		Destroy in accordance with SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: destroy when 4 years old or earlier if no longer needed for current operations.	Refers to other SSIC	NC1-NU-84-2 / 13000/2/A	moved up to be with like records
13000.2b	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	2. Aeronautical and Astronautical Material General Correspondence. Records accumulated in connection with the routine, day to day, administration and operation of Navy Aeronautical Programs. These records accumulate primarily at offices responsible for implementing and administering policies and programs established by higher echelon offices, but they also may be accumulated by higher echelon offices responsible for navy wide policies and programs in connection with their routine, day to day operations (as opposed to their activities covered by paragraph 13000.1). These records include: b. Comments on directives, studies, reports, and other issuances accumulated by offices not responsible for their preparation.		Destroy in accordance with SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: destroy when 4 years old or earlier if no longer needed for current operations.	Refers to other SSIC	NC1-NU-84-2 / 13000/2/B	moved up to be with like records
13000.2c	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	2. Aeronautical and Astronautical Material General Correspondence. Records accumulated in connection with the routine, day to day, administration and operation of Navy Aeronautical Programs. These records accumulate primarily at offices responsible for implementing and administering policies and programs established by higher echelon offices, but they also may be accumulated by higher echelon offices responsible for navy wide policies and programs in connection with their routine, day to day operations (as opposed to their activities covered by paragraph 13000.1). These records include: c. Issuances prepared by lower echelon offices, which merely transmit or adapt for local conditions, policies, and procedures established by higher level offices and related background papers.		Destroy in accordance with SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: destroy when 4 years old or earlier if no longer needed for current operations.	Refers to other SSIC	NC1-NU-84-2 / 13000/2/C	moved up to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13000.2e	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	2. Aeronautical and Astronautical Material General Correspondence. Records accumulated in connection with the routine, day to day, administration and operation of Navy Aeronautical Programs. These records accumulate primarily at offices responsible for implementing and administering policies and programs established by higher echelon offices, but they also may be accumulated by higher echelon offices responsible for navy wide policies and programs in connection with their routine, day to day operations (as opposed to their activities covered by paragraph 13000.J). These records include: e. Records relating to any other aspects of aeronautical/astronautical program administration exclusive of records appropriate for filing under paragraph 13000.I.		Destroy in accordance with SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: destroy when 4 years old or earlier if no longer needed for current operations.	Refers to other SSIC	NC1-NU-84-2 / 13000/2/E	moved up to be with like records
13000.9a(2)	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	9. Naval Aviation Logistics Center Records. a. General correspondence files. (2) Those files relating to the routine operations of the office.		Destroy when 2 years old.	3	NC1-NU-84-2 / 13000/9/A/2	
13301.1	SATELLITES RECORDS	1. General Correspondence. Files of a routine nature pertaining to investigation and analysis of satellite alternative to naval aviation mission.		Destroy when 2 years old.	3	NC1-NU-84-2 / 13301/1	
13700.1a(1)	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	1. Transaction Reports. Electronic Accounting Machine (EAM) cards, naval messages, speed-letters, or magnetic tape submitted via remote terminal(s) by reporting activities, controlling custodians, NAVAIR fleet support (FS) custodians, or designated overhaul points (DOPs). a. ADP Records. (1) Reporting activities.		Destroy when 3 years old.	3	NC1-NU-84-2 / 13700/1/A/1	
13700.1a(2)	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	1. Transaction Reports. Electronic Accounting Machine (EAM) cards, naval messages, speed-letters, or magnetic tape submitted via remote terminal(s) by reporting activities, controlling custodians, NAVAIR fleet support (FS) custodians, or designated overhaul points (DOPs). a. ADP Records. (2) Controlling custodians, NAVAIR FS custodians, and DOPs.		Retain on board. Destroy 3 years after data is submitted to NAVAIR HQ.	3	NC1-NU-84-2 / 13700/1/A/2	
13700.1a(3)	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	1. Transaction Reports. Electronic Accounting Machine (EAM) cards, naval messages, speed-letters, or magnetic tape submitted via remote terminal(s) by reporting activities, controlling custodians, NAVAIR fleet support (FS) custodians, or designated overhaul points (DOPs). a. ADP Records. (3) NAVAIR HQ.		Destroy when 1 year old.	3	NC1-NU-84-2 / 13700/1/A/3	
13700.1b(1)	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	1. Transaction Reports. Electronic Accounting Machine (EAM) cards, naval messages, speed-letters, or magnetic tape submitted via remote terminal(s) by reporting activities, controlling custodians, NAVAIR fleet support (FS) custodians, or designated overhaul points (DOPs). b. Textual Records. (1) Reporting activities.		Destroy when 3 years old.	3	NC1-NU-84-2 / 13700/1/B/1	
13700.1b(2)	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	1. Transaction Reports. Electronic Accounting Machine (EAM) cards, naval messages, speed-letters, or magnetic tape submitted via remote terminal(s) by reporting activities, controlling custodians, NAVAIR fleet support (FS) custodians, or designated overhaul points (DOPs). b. Textual Records. (2) Controlling custodians, NAVAIR FS custodians, and DOPs.		Retain on board. Destroy 3 years after data is submitted to NAVAIR HQ.	3	NC1-NU-84-2 / 13700/1/B/2	
13700.1b(3)	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	1. Transaction Reports. Electronic Accounting Machine (EAM) cards, naval messages, speed-letters, or magnetic tape submitted via remote terminal(s) by reporting activities, controlling custodians, NAVAIR fleet support (FS) custodians, or designated overhaul points (DOPs). b. Textual Records. (3) NAVAIR HQ.		Destroy when 1 year old.	3	NC1-NU-84-2 / 13700/1/B/3	
13000-11	General Operations or the Aeronautical and Astronautical Program :	Information relating to the daily operation of activities or offices performing functions related to aeronautical and astronautical matters. Includes, but not limited to, technical manual development; aircraft project case files; progress and work-load reports; routine aircraft accountability and status; aircraft availability; and end-of-quarter reports.	Trigger(s)	TEMPORARY: Cutoff at end of x calendar year. Destroy 3 years after cutoff.	x		
13000.4	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	4. Operating Records. Files relating to the routine operation and administration of activities or offices performing functions related to aeronautical and astronautical matters. These files consist of correspondence, reports, and other records located at the COMNAVAIRSYSCOM HQ, other offices and systems commands, and aviation activities.		Destroy when 2 years old.	3	NC1-NU-84-2 / 13000/4	



SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13000.8e	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	8. Aeronautical Technical Publications and Related Material. e. Background material, drafts, and other papers. Records used in developing and preparing the publication.		Retain on board. Destroy 6 months after final action on publication or 3 years after completion of publication if no final action is taken.	3	NC1-NU-84-2 / 13000/8/E	
13000.9b(1)	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	9. Naval Aviation Logistics Center Records. b. Aircraft project case files. (1) Correspondence and related papers regarding repairs and alterations to individual aircraft or astronautic vehicles accumulated by overhaul and repair offices or units of aviation stations, facilities, or other activities concerned with the maintenance, overhaul, repair, and readiness of aeronautical craft.		Retain on board. Destroy 1 year after plane leaves activity's custody or completion of repair or alteration.	3	NC1-NU-84-2 / 13000/9/B/1	
13000.9d	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	9. Naval Aviation Logistics Center Records. d. Progress and work-load reports. Reports received from aviation activities.		Destroy when 1 year old.	3	NC1-NU-84-2 / 13000/9/D	
13051.2	ENGINEERING CHANGE PROPOSALS RECORDS	2. Aircraft Service Change Folders. These files consist of correspondence and service changes.		Retain on board. Destroy when superseded.	wnln	NC1-NU-84-2 / 13051/2	moved to be with like records
13070.1a(2)	RELIABILITY AND MAINTENANCE RECORDS	1. Quality Assurance Program Records. These records identify, report, and correct quality deficiencies in reworked and newly procured material. a. Quality Deficiency Reports. Files include amplifications such as safety and engineering investigation requests. (2) Receiving activities.		Destroy when 1 year old.	3	NC1-NU-84-2 / 13070/1/A/2	
13100.1	GENERAL AIRCRAFT (COMPLETE) RECORDS	1. Aircraft Accountability and Status. Records consist of correspondence, messages, reports, and other records, which describe the location and condition of aircraft.		Destroy when 2 years old.	3	NC1-NU-84-2 / 13100/1	
13100.2	GENERAL AIRCRAFT (COMPLETE) RECORDS	2. Aircraft Availability. Records consist of correspondence, messages, and other records, which indicate what type of aircraft, are available for service.		Destroy when 2 years old.	3	NC1-NU-84-2 / 13100/2	
13302.1	SPACE SHUTTLE RECORDS	1. Reports and General Correspondence. Records used to conduct an experiment on the shuttle for a communication program to be taken over by the Space and Naval Warfare Systems Command (SPAWAR) (formerly Naval Electronic Systems Command (NAVELEX)).		Destroy when 2 years old.	3	NC1-NU-84-2 / 13302/1	
13670.2	MOBILE FACILITY RECORDS	2. Reports. File including NAVAIR 13670-1, Workload Status Report; NAVAIR 13670-2, Mobile Facility Configuration Financial Report; NAVAIR 13670-3, Report of Inventory for Mobile Facilities and Major Related Equipments; NAVAIR 13670 4, Mobile Facility Equipment Transfer/Receipt Report; etc.		Destroy 1 year after submission.	3	NC1-NU-84-2 / 13670/2	
13670.3	MOBILE FACILITY RECORDS	3. Other Records. All other records pertaining to the MF, which are not specifically described in paras. 13670.1 and 2.		Destroy when 2 years old.	3	NC1-NU-84-2 / 13670/3	
13680.1a	REWORK, MAINTENANCE, AND CHECKOUT RECORDS	1. Support Equipment (SE) Depot Rework Management Records. These records are used to determine quarterly SE rework requirements, to establish a quarterly schedule for each rework activity, and to maintain a record of the progress of each item through the rework process. a. History file (on tape).		Retain on board. Destroy when no longer needed for reference.	wnln	NC1-NU-84-2 / 13680/1/A	
13680.1c	REWORK, MAINTENANCE, AND CHECKOUT RECORDS	1. Support Equipment (SE) Depot Rework Management Records. These records are used to determine quarterly SE rework requirements, to establish a quarterly schedule for each rework activity, and to maintain a record of the progress of each item through the rework process. c. Other related files.		Destroy when 2 years old.	3	NC1-NU-84-2 / 13680/1/C	
13700.2	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	2. End of Quarter Reports. Reports of flying hours for installed engines (EAM cards) maintained by controlling custodian or NAVAIR FS Custodian or at DOPs and/or NAVAIR HQ.		Destroy when 2 years old.	3	NC1-NU-84-2 / 13700/2	

13000-12	Transient Records:	Information related to U.S. Navy and U.S. Marine Corps air and space programs that has minimal or no documentary or evidential value.	Trigger(s)	TEMPORARY: Destroy when 6 x months old.			
13000.6d	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	6. Aeronautical Engineering Drawings and Related Data. Consists of engineering documents (i.e., drawings associated lists, accompanying documents, manufacture specifications and standards), or other information prepared by a design activity relating to the design, manufacture, procurement, test, or inspection of items or services These records are generated and or accumulated by the Naval Air Technical Data and Engineering Service Center (NATEC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components. d. Reference/duplicate copies		Retain on board. Destroy when obsolete, cancelled, or no longer needed for reference.	wnln	DAA-0343-2012-0001-0004	
13000.7c	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	7. Technical Reports. These reports are prepared in connection with a project or task and summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data and join all elements of logistic support necessary for the operation and maintenance of aeronautical systems, weapons, and related equipment into a single package. c. Monthly letter reports and quarterly progress reports.		Retain on board. Destroy when no longer required.	wnln	NC1-NU-84-2 / 13000/7/C	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13000.8d	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	8. NAVAIR Technical Publications. Includes both Technical Manuals and Technical Directives used to support naval aviation systems, including but not limited to aircraft, airborne weapons, airborne systems and systems components, aircraft launch, recovery equipment, aviation support equipment and training systems in addition to master publication, files also include a copy of each formal change, revision or supplement. Technical Manuals contain a description of equipment, weapons, or weapon system(s) with instructions for effective use. Included are one or more of the following sections: instructions covering initial preparation or use, operational instructions, modification instructions, maintenance instructions, parts list or parts breakdown, and related technical information or procedures. Technical Directives consist of configuration changes, or bulletin-directed inspections, and may be in formal, message or letter format. c. Reference/duplicate copies.		Retain on board. Destroy when obsolete, cancelled, or no longer needed for reference.	wnln	DAA-0343-2012-0001-0008	13
13051.1b	ENGINEERING CHANGE PROPOSALS RECORDS	1. Engineering Change Proposals (ECPs). Files consist of recommendations made by the Navy and/or Navy contractors or other interested parties for changes in procedures for the upkeep, maintenance, repair, or improvement of aircraft, aeronautical equipment, or material, including supporting documentation and correspondence. b. Rejected items.		Retain on board. Destroy 6 months after final payment under the contract.	<1	NC1-NU-84-2 / 13051/B	
13070.1a(1)	RELIABILITY AND MAINTENANCE RECORDS	1. Quality Assurance Program Records. These records identify, report, and correct quality deficiencies in reworked and newly procured material. a. Quality Deficiency Reports. Files include amplifications such as safety and engineering investigation requests. (1) Reporting activities.		Destroy when 6 months old.	<1	NC1-NU-84-2 / 13070/1/A/1	
13700.4	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	4. Aircraft Engine Record (Worksheet).		Retain on board. Destroy 6 months after transfer or disposition of engine.	<1	NC1-NU-84-2 / 13700/4	
13000-13	Aircraft Maintenance and Modification Logs:	Log books and records relating to aircraft maintenance; major modifications; airframe systems, components and accessories; Mobile Facility (MF) log books and inventory records; and aircraft inventory records.	Trigger(s)	TEMPORARY: Destroy after craft disposed of or type of craft becomes obsolete.	x		
13000.9b(2)	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	9. Naval Aviation Logistics Center Records. b. Aircraft project case files. (2) Summary records relating to any major modifications of types of craft.		Retain on board. Destroy after craft is disposed of or type of craft becomes obsolete.	wnln	NC1-NU-84-2 / 13900/9/B/2	
13051.3	ENGINEERING CHANGE PROPOSALS RECORDS	3. Summarization of Major Modifications. These files are summaries of major modifications to aircraft and weapons systems maintained by project managers.		Retain on board. Destroy after aircraft is stricken.	wnln	NC1-NU-84-2 / 13051/3	
13090.1b	LOGS AND RECORDS	1. Aircraft Log Books and Records. These records consist of monthly flight summaries, aircraft non aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and scheduled removal components records. b. Records of destroyed aircraft.		Retain on board. Destroy after completion of any necessary investigation and preparation of required reports, provided the aircraft does not fall in para. 13090.1a(1) above.	wnln	NC1-NU-84-2 / 13090/1/B	
13090.1c	LOGS AND RECORDS	1. Aircraft Log Books and Records. These records consist of monthly flight summaries, aircraft non aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and scheduled removal components records. c. Records of aircraft sold or transferred to other than Navy custody.		Remove and destroy classified information or obtain clearance for release through appropriate channels, then transfer logs and records with equipment unless otherwise instructed by proper authority.	No retention specified	NC1-NU-84-2 / 13090/1/C	
13090.2e	LOGS AND RECORDS	2. Aircraft Inventory Records. These records consist of equipment lists, shortages, certifications, and records of transfers used to maintain a continuous chain of custodial responsibility incident to the transfer and acceptance of aircraft. e. Stricken because of accident.		Striking or salvaging activity will retain on board. Destroy when no longer needed by investigating authorities.	wnln	NC1-NU-84-2 / 13090/2/E	
13400.1	GENERAL AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORD	1. Records and General Correspondence. Files concerning general airframe systems, components, and accessories.		Retain on board. Destroy after aircraft is stricken from the Navy list.	wnln	NC1-NU-84-2 / 13400/1	
13660.1	REPAIR PARTS (SHORTAGES) RECORDS	1. Technical Data and Related Information Papers. Records concerning spare and repair parts maintained by supply control or by maintenance and repair activities.		Retain on board. Destroy when superseded or when aircraft or equipment is removed from the supply system.	wnln	NC1-NU-84-2 / 13660/1	
13670.1	MOBILE FACILITY RECORDS	1. Primary Accountability Documents. Records including the Mobile Facility (MF) Logbook and Inventory Records (Part II); OPNAV Form 4790/50, Ground Support Equipment (GSE) Sub-custody and Periodic Maintenance Record; and OPNAV 4790/51, GSE Custody and Maintenance (Part I).		Retain on board. Destroy after termination of the service life of the MF or when the MF is surveyed.	wnln	NC1-NU-84-2 / 13670/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13000-14	Aircraft Characteristics Charts	Working papers and test data used to develop standard aircraft characteristics charts.	Trigger(s)	TEMPORARY: Offer material to National Air and Space Museum when item no longer in inventory. If not offer not accepted, destroy when no longer needed.	x		
13010.1b	AIRCRAFT CHARACTERISTICS RECORDS	<p>1. Primary Program Records. These records document such vital information as weight and dimensions of aircraft, engine power, engine type, take off distance, wind over aircraft needed for take off, and range depending on mission and weapon load. Files include detailed description of aircraft operation under different conditions, aircraft's ability to withstand stress, and hydro dynamics of a seaplane or flying boat.</p> <p>b. Working papers and test data used to develop standard aircraft characteristics charts.</p>		Retain on board. Dispose when item no longer in inventory. (Dispose by transfer to the National Air and Space Museum.)	wnin	NC1-NU-84-2 / 13010/1/8	

13000-15	Aircraft Maintenance Material Readiness List (AMMRL) Program	The AMMRL Program is the title of the overall NAVAIR management effort for inventory management of Support Equipment (SE) End Items in use at Organizational and Intermediate Maintenance Activities. The AMMRL Program uses previously generated technical factors to establish se allowances, track in use assets, and identify asset shortages. This information provides a basis for asset redistribution, budget development, and material readiness measurement.	Trigger(s)	TEMPORARY: Destroy when superseded or obsolete.	x		
13650.1	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM RECORDS	<p>The AMMRL Program is the title of the overall NAVAIR management effort for inventory management of Support Equipment (SE) End Items in use at Organizational and Intermediate Maintenance Activities. The AMMRL Program uses previously generated technical factors to establish se allowances, track in use assets, and identify asset shortages. This information provides a basis for asset redistribution, budget development, and material readiness measurement.</p> <p>1. Input Data and Related Papers.</p>		Retain on board. Destroy when 1 year old or purpose is served, whichever is later.	3	NC1-NU-84-2 / 13650/1	
13650.2	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM RECORDS	<p>The AMMRL Program is the title of the overall NAVAIR management effort for inventory management of Support Equipment (SE) End Items in use at Organizational and Intermediate Maintenance Activities. The AMMRL Program uses previously generated technical factors to establish se allowances, track in use assets, and identify asset shortages. This information provides a basis for asset redistribution, budget development, and material readiness measurement.</p> <p>2. Master Application Data for Material Readiness List (ADMRL) Files.</p>		Retain on board. Destroy when no longer needed for reference.	wnin	NC1-NU-84-2 / 13650/2	
13650.4	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM RECORDS	<p>The AMMRL Program is the title of the overall NAVAIR management effort for inventory management of Support Equipment (SE) End Items in use at Organizational and Intermediate Maintenance Activities. The AMMRL Program uses previously generated technical factors to establish se allowances, track in use assets, and identify asset shortages. This information provides a basis for asset redistribution, budget development, and material readiness measurement.</p> <p>4. ADMRL Tape Print Files Used To Issue Various Reports.</p>		Retain on board. Destroy when superseded or obsolete.	wnin	NC1-NU-84-2 / 13650/4	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000-16	GRS 3.1 050 - Data Administration Records, Documentation Necessary for Preservation of Permanent Electronic 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 scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records, including:</p> <ul style="list-style-type: none"> <li>• data/database dictionary records</li> <li>• data systems specifications</li> <li>• file specifications</li> <li>• code books</li> <li>• record layouts</li> <li>• metadata</li> <li>• user guides</li> <li>• output specifications</li> </ul> <p>Note 1: Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p>Note 2: Agencies may retain a copy of documentation related to permanent</p>		PERMANENT: Transfer to the National Archives with the permanent electronic records to which the documentation relates.	x	DAA-GRS-2013-0005-0002	GRS
13000.6f	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	<p>6. Aeronautical Engineering Drawings and Related Data. These are files generated and/or accumulated by the Naval Air Technical Data and Engineering Service Command (NATEC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components.</p> <p>f. Documentation. Includes data systems specifications, file specification, codebooks, record layouts, user guides, output specifications and final reports (regardless of medium) relating to a master file, database or other electronic records.</p>		PERMANENT. Transfer annually to National Archives as specified in 36 CFR 1235.40 or standards applicable at the time of transfer. Formal and method of transfer to be determined by NARA and CNO (DNS-5) at the time of transfer to National Archives from master file database when superseded or no longer needed for reference.	p	N1-NU-10-2 / 15	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13000-17	GRS 4.3 026 - Electronic Input/Source Records:	<p>Electronic records used to create, update, or modify records in an electronic recordkeeping system. Including:</p> <ul style="list-style-type: none"> <li>• electronic files that duplicate information from a source electronic system for input into another electronic system</li> <li>• electronic records received from another agency and used as input/ source records by the receiving agency (see exclusions)</li> <li>• computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database</li> <li>• 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</li> </ul> <p>Exclusion 1: Original electronic records maintained in the source system.</p> <p>Exclusion 2: Electronic input records required for audit and legal purposes.</p> <p>Exclusion 3: Electronic input records produced by another agency under the terms of an interagency agreement or records created by another agency in response to the specific information needs of the receiving agency.</p> <p>Not media neutral. Applies to electronic records only.</p>	Trigger(s)	TEMPORARY: Destroy immediately after data have been entered or otherwise incorporated into the master file or database and verified, but longer retention is authorities if required for business use.	x	DAA-GRS-2013-0003-0004	GRS
13650.3	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM RECORDS	<p>The AMMRL Program is the title of the overall NAVAIR management effort for inventory management of Support Equipment (SE) End Items in use at Organizational and Intermediate Maintenance Activities. The AMMRL Program uses previously generated technical factors to establish allowances, track in use assets, and identify asset shortages. This information provides a basis for asset redistribution, budget development, and material readiness measurement.</p> <p>3. Verification Files of Input Data.</p>		Retain on board. Destroy when superseded or obsolete.	wnln	NC1-NU-84-2 / 13650/3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
13000-19	GRS 43-031 - Output Records, Data File Outputs	<p>Output records are records derived directly from the system master record. Examples include system generated reports (in hardcopy or electronic format), online displays or summary statistical information, or any combination of the above. By contrast, reports created using system information but not created directly from the system itself are not system output records, for example an annual report that agency staff prepares based on reviewing information in the system.</p> <p>Exclusion 1: Query results or electronic reports created for a specific business need such as an established reporting requirement or a response to a formal request from a higher level office of the agency or an entity external to the agency. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p>Exclusion 2: Any hard copy records printed directly from the electronic systems that are not described below. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p>Data file outputs</p> <p>Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including:</p> <ul style="list-style-type: none"> <li>• data files consisting of summarized or aggregated information (See exclusions)</li> <li>• electronic files consisting of extracted information (See exclusions)</li> <li>• print file (electronic files extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports)</li> <li>• technical reformat files (electronic files consisting of copies of a master file or</li> </ul>	Trigger(s)	TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-0001-0006	GRS
13000.6c	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	6. Aeronautical Engineering Drawings and Related Data. Consists of engineering documents (i.e., drawings associated lists, accompanying documents, manufacture specifications and standards), or other information prepared by a design activity relating to the design, manufacture, procurement, test, or inspection of items or services. These records are generated and or accumulated by the Naval Air Technical Data and Engineering Service Center (NATEC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components. c. Output data.		Destroy when no longer needed for administrative, legal, audit, or other operational purposes.	wnin	GRS 20.6	
13650.5	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM RECORDS	The AMMRL Program is the title of the overall NAVAIR management effort for inventory management of Support Equipment (SE) End Items in use at Organizational and Intermediate Maintenance Activities. The AMMRL Program uses previously generated technical factors to establish allowances, track in use assets, and identify asset shortages. This information provides a basis for asset redistribution, budget development, and material readiness measurement. 5. Printed Output Reports.		Retain on board. Destroy when no longer needed for reference.	wnin	NC1-NU-84-2 / 13650/5	
13000-19	Engine History Files:	Files of engine transactions (magnetic tape and microfiche) maintained by Naval Computer Telecommunication Station (NCTS), Washington, DC, through October 1978, and at NARDAC, Pensacola, FL, thereafter.		TEMPORARY: Cutoff at end of calendar year. Destroy 20 years after cutoff.	x		Refers to records up to 1978. May be removed.
13700.3b	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	3. History Files. Files of engine transactions (magnetic tape and microfiche) maintained by Naval Computer Telecommunication Station (NCTS), Washington, DC, through October 1978, and at NARDAC, Pensacola, FL, thereafter. b. Microfiche Records.		Retain on board. Destroy when 20 years old.	30	NC1-NU-84-2 / 13700/3/8	
13700.3a	GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS	3. History Files. Files of engine transactions (magnetic tape and microfiche) maintained by Naval Computer Telecommunication Station (NCTS), Washington, DC, through October 1978, and at NARDAC, Pensacola, FL, thereafter. a. Magnetic Tape Records.		Retain on board. Destroy when 10 years old.	10	NC1-NU-84-2 / 13700/3/A	moved up to be with like records