

Request for Records Disposition Authority

Records Schedule Number **DAA-NU-2019-0010**

Schedule Status **Approved**

Agency or Establishment **Department of the Navy**

Record Group / Scheduling Group **Navy Undifferentiated**

Records Schedule applies to **Agency-wide**

Schedule Subject **Operations and Readiness**

Internal agency concurrences will
be provided **No**

Background Information **Department of the Navy Records Schedule 2019 Revision - Chapter 3**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2019-0010

Sequence Number	
1	Operational Records/Deck Logs
1.1	3000-9 Operational Records Disposition Authority Number: DAA-NU-2019-0010-0001
1.2	3000-11 Deck Logs Disposition Authority Number: DAA-NU-2019-0010-0002

Records Schedule Items

Sequence Number		
1	Operational Records/Deck Logs	
	3000-9 Operational Records	
1.1	3000-9 Operational Records	
	Disposition Authority Number	DAA-NU-2019-0010-0001
	<p>Records pertaining to activities, alerts, and deployments in actual or potential combat-type situations. These may include narrative accounts and other files accumulated by operating forces or other activities during crisis, contingency, or wartime operations. Note: See SECNAV M-5210.1, Part V for further information regarding records of crisis, contingency, and armed conflict.</p>	
	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
	GRS or Superseded Authority Citation	DAA-NU-2015-0003-0009
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year and transfer to the Naval History and Heritage Command (NHHHC).
	Transfer to the National Archives for Accessioning	NHHHC will transfer to the National Archives 25 years after cutoff.
	Additional Information	
	First year of records accumulation	1958
	What will be the date span of the initial transfer of records to the National Archives?	From 1989 To 1991
	How frequently will your agency transfer these records to the National Archives?	Every 12 Months
	Estimated Current Volume	Annual Accumulation
	Electronic/Digital	

Paper	504 Cubic feet	8 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

3000-11 Deck Logs

Disposition Authority Number **DAA-NU-2019-0010-0002**

All U.S. Navy ships in commission maintain a ship's deck log as required by U.S. Navy regulation and OPNAVINST 3100.7 Deck Log Instruction. The ship's deck log describes every circumstance and occurrence of importance or interest which concerns the crew and the operation and safety of the ship, or which may be of historical value. The ship's deck log is a chronological record of events occurring during the watch that subsequently meets the needs of the commanding officer and provide the ultimate recipient with document of historical value. NOTE: this item for Deck Logs (DAA-NU-2019-0010-0002) does not supersede or change the disposition or retention for unit diaries, combat and action reports, command histories, war diaries, or master flight files (combat) as scheduled under DAA-NU-2015-0011. This schedule does not cover the deck logs for United States Naval Ships (USNS), nor deck logs for vessels under the Military Sealift Command, currently including tugboats, under DAA-0313-2011-0002-0001.

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**

GRS or Superseded Authority Citation **DAA-NU-2015-0003-0011**

Disposition Instruction

Cutoff Instruction **Cutoff monthly or upon return from sea periods and then transfer to the Naval History and Heritage Command (HNNC). See guidance in OPNAVINST 3100.7B.**

Transfer to the National Archives for Accessioning **NHHC will transfer to the National Archives 30 years after cutoff.**

Additional Information

First year of records accumulation **1965**

What will be the date span of the initial transfer of records to the National Archives? **From 1978 To 1990**

How frequently will your agency transfer these records to the National Archives? **Every 12 Months**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1476 Cubic feet	26 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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
05/20/2019	Certify	Helena Gilbert	Director	Secretary of Navy - Assistant of Administration
01/08/2020	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/22/2020	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/12/2020	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/04/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/06/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/10/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist