

Request for Records Disposition Authority

Records Schedule Number **DAA-NU-2019-0014**

Schedule Status **Approved**

Agency or Establishment **Department of the Navy**

Record Group / Scheduling Group **Navy Undifferentiated**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Agency Wide**

Schedule Subject **Logistics**

Internal agency concurrences will be provided **No**

Background Information **The records described in this chapter relate to all aspects of Navy and Marine Corps Logistical Operations-the furnishing of supplies, equipment, and services (including personal services to the Department of the Navy (DON)). They relate to procurement; contract inspection; supply issue and distribution; supply handling; packaging and storage; inventory control; travel and transportation (passenger and freight); maintenance, construction, and conversion; current production and industrial mobilization planning; and Foreign Military Assistance (Mutual Security and Military Sales). These records are accumulated by departmental and field supply, procurement, or other logistical activities or offices, or other organizational units.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2019-0014

Sequence Number	
1	4000-04 Ship Registers Disposition Authority Number: DAA-NU-2019-0014-0001
2	4000-05 Deck Logs - Military Sealift Command Disposition Authority Number: DAA-NU-2019-0014-0002
3	4000-24 Construction Management Information System (CMIS) Master File Disposition Authority Number: DAA-NU-2019-0014-0003

Records Schedule Items

Sequence Number					
1	<p>4000-04 Ship Registers</p> <p>Disposition Authority Number DAA-NU-2019-0014-0001</p> <p>A semi-annual publication listing the principle characteristics of MSC ships and U.S. flag ocean going merchant ships over 1,000 gross tons owned by the U.S. Government or American citizens. Principle characteristics of each vessel include the building yard, current owner, capacity, speed, engine type, length, beam, draft, turning radius, crew compliment, etc. Publication is arranged in 3 sections: Alpha listing of active and inactive MSC ships; Alpha listing of merchant ships and their operating status; and Tabulation of ships in the Maritime Administration National Defense Reserve Fleet.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>4000-4</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-NU-86-4/ 4622/4</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of CY</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after Cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown</p> <p>How frequently will your agency transfer these records to the National Archives? Every 15 Years</p>	Manual Citation	Manual Title	4000-4	SECNAV M-5210.1
Manual Citation	Manual Title				
4000-4	SECNAV M-5210.1				

2

4000-05 Deck Logs - Military Sealift Command

Disposition Authority Number DAA-NU-2019-0014-0002

Original Deck Log maintained by the Officer of the Watch on all MSC vessels

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation DAA-0313-2011-0002-0001

Disposition Instruction

Cutoff Instruction Commanding Officer forwards previous 12 months to Washington National Records Center at the end of the Calendar Year.

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

Additional Information

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

How frequently will your agency transfer these records to the National Archives? Every 30 Years

3

4000-24 Construction Management Information System (CMIS) Master File

Disposition Authority Number DAA-NU-2019-0014-0003

Construction Management Information System (CMIS) Master File. CMIS is a project management tool that manages enterprise construction projects for USMC Community Services Installations worldwide. CMIS manages, tracks, and reports project phases related to the planning, management, and Implementation of project scope, budget, resources, schedules, and performance. Data elements include but are not limited to Project Number, Command, Project Type, Project Description, Project Status, Location, Net Present Value, Return on Investment (ROI), Internal

Rate of Return, Cost Estimate, Public Works Approvals, Scope Information, Budget (Total and Tracked By Project Phases), Congressional Approval, Collateral Equipment and Fixed Assets Information, Approved Date, Approved Amount, and Code of Federal Regulations (CFR). This system IS NOT USED to manage/track project funding for an audit inspection/review.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered No

by this item currently exist in electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
4000-24	SECNAV 5210.1

GRS or Superseded Authority Citation DAA-0127-2013-0013-0001

Disposition Instruction

Cutoff Instruction CY

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

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
09/11/2019	Return to Submitter	Helena Gilbert	Director	Secretary of Navy - Assistant of Administration
09/13/2019	Certify	Helena Gilbert	Director	Secretary of Navy - Assistant of Administration
01/05/2021	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/08/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/11/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/11/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist