

Request for Records Disposition Authority

Records Schedule Number **DAA-NU-2020-0001**

Schedule Status **Approved**

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 2020 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2020-0001

Sequence Number	
1	13000-3 Aircraft Design, Engineering, and Test and Evaluation - Design Plans and Drawings Disposition Authority Number: DAA-NU-2020-0001-0001
2	13000-4 Experimental Aircraft Flight Summaries Disposition Authority Number: DAA-NU-2020-0001-0002
3	13000-18 Engine History Files Disposition Authority Number: DAA-NU-2020-0001-0003
4	13000-19 Log Books and Inventory Records for Destroyed Aircraft or Aircraft Stricken Because of Accident Disposition Authority Number: DAA-NU-2020-0001-0004

Records Schedule Items

Sequence Number					
1	<p>13000-3 Aircraft Design, Engineering, and Test and Evaluation - Design Plans and Drawings</p> <p>Disposition Authority Number DAA-NU-2020-0001-0001</p> <p>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; 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.</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>13000-3</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation DAA-NU-2015-0013-0003 NC1-NU-84-2 / 13000/7/B/2 NC1-NU-84-2 / 13300/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of Calendar year</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 1966</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown This schedule revision supersedes various Navy National Archives schedules. Initial transfer under new schedule is unknown.</p>	Manual Citation	Manual Title	13000-3	SECNAV M-5210.1
Manual Citation	Manual Title				
13000-3	SECNAV M-5210.1				

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		

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13000-4 Experimental Aircraft Flight Summaries

Disposition Authority Number **DAA-NU-2020-0001-0002**

Aircraft Log Books and Records. These records consist of monthly flight summaries and inspection records of rework for experimental aircraft.

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
13000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation **DAA-NU-2015-0013-0004**

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		

3

13000-18 Engine History Files

Disposition Authority Number **DAA-NU-2020-0001-0003**

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.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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

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

Manual Citation	Manual Title
13000-18	SECNAV M-5210.1

GRS or Superseded Authority Citation **NC1-NU-84-002 / 13700/3/A**
NC1-NU-84-002 / 13700/3/B

Disposition Instruction

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Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 20 year(s) after cutoff

Additional Information

GAO Approval Not Required

13000-19 Log Books and Inventory Records for Destroyed Aircraft or Aircraft Stricken Because of Accident

Disposition Authority Number DAA-NU-2020-0001-0004

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 operation logs, scheduled removal components records, 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. (Does not include experimental aircrafts' flight summaries or inspection records of rework, for those records see SSIC 13090.1a(1) in 13000-4 or 13090.1a(2) in 13000-6)

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
13000-19	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-002 / 13090/1/B
NC1-NU-84-002 / 13090/2/E

Disposition Instruction

Retention Period Retain on board. Destroy when no longer needed by investigating authorities.

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
07/14/2020	Certify	Maurice King	Supervisory Management Analyst	Directorate for Admin, Logistics, and Operations - Directives and Records Management Division (DRMD)
07/31/2020	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/25/2020	Submit For Certification	David Jarmuth	Sr Records Manager Expert	DON AA - DRMD
11/25/2020	Certify	Maurice King	Supervisory Management Analyst	Directorate for Admin, Logistics, and Operations - Directives and Records Management Division (DRMD)
07/27/2021	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/30/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/30/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/04/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist