

TEXT IN RED SHOWS CHANGE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-72-05-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5-25-2005</i>	
1 FROM (Agency or establishment) Department of the Navy		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION Commander, Naval Sea Systems Command			
3 MINOR SUBDIVISION NAVSEA 04			
4. NAME OF PERSON WITH WHOM TO CONFER Susan Austin	5 TELEPHONE NUMBER (202)781-2466	DATE	ARCHIVED STATES WITHDRAWN
6. 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 on the attached <u>10</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE <i>5-18-05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director of Records, DoN</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<u>SSIC 9085</u> <u>ENGINEERING DRAWINGS</u> 1. SHIP AND ORDNANCE ENGINEERING DRAWINGS. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, COMNAVSEASYSOM-controlled electronic, tank capacities, docking drawings and drawings of the component parts of each for each ship, class of ships or ordnance system that are corrected throughout the life of the ship or system. a. <u>Master drawings</u> . These drawings are a special class of hull, mechanical, and electrical drawings designated as masters. Since 1955 these drawings have been maintained by the planning yard. (1) Original tracings and full size reproducibles of the contract/type	WITHDRAWN <i>8-14-2006</i>	

Agency only

plan books, book sets of general plans, hull lines, body plans, outboard profiles, inboard profiles, general arrangement plans of major systems, and sheer and half breadth plans.

Permanent. Transfer to Washington National Records Center (WNRC) under NAVSEA Record Group 344 when ship is stricken (contact NAVSEA Records Office for accession numbers).

(2) All other original master plans and copies maintained by any activity.

Retire to WNRC under NAVSEA Record Group 344 (contact NAVSEA Records Office for accession number) when drawing is inactive. Offer to NARA

(3) Silver film microform copies maintained at the planning yard.

Permanent. Transfer to NARA when 55 years old. Earlier transfer is authorized for stricken vessels.

(4) Silver film and diazo copies of master plans held by all other activities.

Destroy when 30 years old or when vessel is stricken, whichever is later.

b. Hull, mechanical, and electrical (HME) drawings. Ship design and construction drawings generally prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities and Booklet of General Drawings as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy.

(1) Original tracings of the booklet of general plans, hull lines, body plans, outboard profiles, inboard profiles, general arrangement plans of major systems, and sheer and half breadth plans only for the class leader ship maintained by the planning yard

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for the class.

Permanent. Retire to WNRC when drawings become inactive. Transfer to NARA when 55 years old. Earlier transfer when all ships in the class are stricken is authorized.

(2) Original tracings of all other HME drawings maintained by vessel planning yards.

Retire to FRC when 30 years old or when vessel is stricken, whichever is later. Destroy if silver microfilm aperture card or drawing exists or transfer to NARA when 55 years old.

(3) HME drawings maintained by activities other than the planning yard.

If silver microfilm aperture card is retired to an FRC, or drawing is obsolete, destroy when 30 years old. If retained on board, destroy when no longer required.

(4) Silver microfilm aperture cards (35 mm roll film prior to 1955) of all HME drawings including class file and vendor file maintained by the planning yard.

Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when all vessels in the class are stricken, whichever is later.

(5) Duplicate silver and diazo copies of HME drawings maintained by the planning yard.

Destroy when 30 years old or when vessel is stricken, whichever is later.

(6) Optical disk high-density digital image of HME drawings maintained at designated Joint Engineering Data Management Information and Control System (JEDMICS) site.

Disposition not authorized. Will be substituted for subparagraph 9085.1b(4) as the permanent record if

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in an approved archival form at the time of proposed transfer. When transferred to electronic storage medium, optical disks shall be destroyed in accordance with local security procedures to prevent reconstruction of contents.

c. Installation control drawings (ICD). Drawings which set forth information for an item of installed equipment in terms of area, weight, foundation requirements, space, operation and maintenance access clearance, high pressure air, cooling water, inert gas, draining clearance and pipe and cable attachments required for the installation and the co-functioning of the item to be installed with related items. Also known as "RE" drawings or ESWBS 807 drawings.

(1) Original tracings maintained at Naval Undersea Warfare Center, Newport, RI.

Retire to WNRC when file is inactive. Destroy when 55 years old or when all vessels in the Class are stricken, whichever is later.

(2) Silver microfilm aperture cards of ICD's maintained and vital records set at the Naval Surface Warfare Center, Port Hueneme, CA (NSWC PHD).

Destroy when 55 years old, or when all vessels in the Class are stricken, whichever is later.

(3) ICD's in any form maintained by any activity other than Naval Undersea Warfare Center, Newport, RI.

If retained on board, destroy when no longer required. If silver microfilm aperture card is retired to nearest FRC, destroy when 30 years old.

d. COMNAVSEASYS-COM-controlled electronic equipment drawings. Drawings of sonar, navigational, communications, radar, antenna systems

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and similar ship board electronics equipment under the cognizance or control of COMNAVSEASYSKOM.

(1) Original tracings maintained by Naval Undersea Warfare Center, Newport, RI, and other In Service Engineering Agents (ISEAs).

Retire to nearest FRC when drawing is inactive. Destroy when 55 years old or when equipment is obsolete, whichever is later.

(2) Silver microform copies maintained at Naval Undersea Warfare Center, Newport, RI.

Retire to nearest FRC when file is inactive, destroy when 55

(3) All other electronic drawings maintained by any activity.

Retain onboard. Destroy when no longer required.

e. Ordnance equipment and surface missile systems drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotechnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuzes, torpedoes, underwater missiles, and similar equipment. Engineering drawings for surface weapons systems such as TARTAR, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under section 8000.12.)

(1) Original tracing ordnance drawings, showing complete gun mount, director, missile system, fire control system, and major components thereof including complete units of small arms and landing force equipment. These are maintained at NSWC PHD. (These drawings are often referred to as systems drawings.)

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Permanent. Retire to WNRC when 30 years old. Transfer to NARA when 55 years old or when

(2) Original tracings of ordnance drawings maintained by Inservice Engineering Agents at NAVSEA Repositories.

Transfer to NSWC PHD when drawing is inactive. NSWC PHD will effect final transfer and disposition in accordance with this manual.

(3) Original tracing ordnance drawings of components and subsystems below level 1 maintained at NSWC PHD.

Retire to WNRC when drawing becomes inactive or when 25 years old, whichever is later. Destroy

(4) Ordnance sketches (LD series and similar) and preliminary drawings not bearing a BUORD, NAVORD, BUWEPS or COMNAVSEASYSKOM drawing number.

Transfer to WNRC when sketch is inactive. Destroy

(5) Special collection of ordnance drawings to be designated by NSWC PHD from the collection at NSWC PHD and drawn from those non-permanent drawings included under section 9085.1e(3) of this instruction. This collection will show the historical development of techniques and processes used in naval engineering drawings and should include five samples of each technique or medium such as linens, van dykes, sepias, reverse sepias, brown lines, mylar, cronoflex, quadrule, rapidographs, tape processes, photo processes, various ink pens and pencils and special templates, labels, and papers.

Permanent. Transfer directly to Cartographic Branch (NNSC) National Archives using SF 258 from drawing held at the repository to present date.

(6) Silver microfilm aperture cards of all ordnance and ordnance systems drawings maintained at NSWC

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PHD.

Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when equipment is obsolete, whichever is later.

(7) Duplicate silver and diazo copies of ordnance and ordnance systems drawings maintained by all activities other than NSWC PHD.

Destroy when 30 years old or when equipment is obsolete whichever is later.

(8) Optical disk high-density digital image of ordnance drawings maintained at designated JEDMICS site.

Disposition Not Authorized. Will be substituted for section 9085.1e(6) as the permanent record if in an approved archival form at the time of proposed transfer. After transfer to electronic storage medium, optical disks shall be destroyed in accordance with local security procedures to prevent reconstruction of contents.

2. SHIPS DRAWING INDEX (SDI). An index prepared for each Navy ship which includes all naval ships engineering drawings that are applicable to that vessel. Included are ship construction drawings, systems diagrams, manufacturers equipment drawings designated as certification data sheets, equipment drawings lists, and assembly drawings. Entries for each drawing include drawing title, latest revision and whether designated a selected record drawing.

a. Original index that has been microfilmed or converted to digital file.

Permanent. Retire to WNRC when vessel is decommissioned. Transfer to NARA when 55 years old or when vessel is stricken whichever is later.

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b. Original index that has been microfilmed or converted to digital file. Maintained at the planning yard.

Retire to WNRC when vessel is decommissioned. Destroy when 30 years old or when vessel is stricken, whichever is later.

c. Master set of SDI's on silver microfiche or digital file. Maintained at the planning yard.

Permanent. Retire to WNRC in 5-year blocks containing all vessels decommissioned during that

3. **MILITARY ENGINEERING DRAWING ASSET LOCATOR SYSTEM (MEDALS)** is a database of DOD engineering drawings identified by drawing number, commercial and government entity (CAGE), drawing type, and revision. System will provide the name of the activity holding the drawing and the physical form, i.e., original tracing, film, digital, etc. The master database is maintained at Defense Logistics Information Service (DLIS), Battle Creek, MI.

a. Master file and historical data tapes.

Retain onboard. Destroy after third system backup or when no longer required, whichever is later.

b. Input data tapes and paper record.

Retain onboard. Destroy when no longer required.

c. Output data and reports-computer and paper.

Retain onboard. Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Retain onboard. Destroy when superseded or no longer needed for

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reference.

4. JEDMICS. JEDMICS is an optical-disk system that provides high-density digital image storage of all DOD engineering drawings for all levels of DOD. JEDMICS is a major part of the DOD Computer-Aided Acquisition and Logistic Support Program (CALs). CALs automates the creation, handling, and storage of all technical documentation.

a. Master file and historical data tapes.

Retain onboard. Destroy after third system backup, or when no longer required, whichever is later.

b. Input data tapes and paper record.

Retain onboard. Destroy when no longer required.

c. Output data on optical disk format.

See section 9085.1b(6) and section 9085.1e(8) of this instruction for disposition instructions.

d. Systems documentation to include description of data elements, file layout, code books and operators and user manuals.

Retain onboard. Destroy when superseded or no longer needed for reference.

5. Drawings that have been delivered in place and maintained by the Full Service Contractor in their shore based Integrated Product Data Environment (IPDE) (e.g., LPD-17 IPDE).

a. Master file and historical data tapes.

Retain within shore-based IPDE. Destroy when no longer required.

b. Input data tapes and paper record.

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Retain within shore-based IPDE.
Destroy when no longer required.

c. Output data on optical disk
format.

See section 9085.1b(6) and
section 9085.1e(8) of this instruction
for disposition instructions.

d. Systems documentation to
include description of data elements,
file layout, code books and operators
and user manuals.

Retain within shore-based IPDE.
Destroy when superseded or no longer
needed for reference.

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