

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-NU-06-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-4-2006</i>	
1 FROM (Agency or establishment) Commander, Naval Air Systems Command		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Program Executive Office, Tactical Aircraft Program (PEO(T))			
3 MINOR SUBDIVISION Program Management, Air (PMA241), F-14			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Beth Bowen	5 TELEPHONE NUMBER (301) 757-2156	DATE <i>11/17/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alle Wentz</i>
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>24</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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE 24 July 2006	SIGNATURE OF AGENCY REPRESENTATIVE Charley A Barth 		TITLE Director of Navy Records (202) 433-2434
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
<i>cc Agency, NR, NUNB, NUNE, NUNW, NUCS, NUCM</i>			

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u> <u>FINAL—F-14 RECORDS ONLY, July 14, 2006</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<p><b>NOTE: This schedule ONLY applies to F-14 records.</b></p> <p>The purpose of this records schedule is to request legal disposition of the Naval Air Systems Command (NAVAIR) records relating to the F-14 aircraft. Included are paper records (not scanned) previously scheduled according to N1-NU-84-2 and identified in SECNAV M-5210.1; paper records scanned; and records that have been scanned and/or created in various multimedia formats, including Portable Document Form (PDF), databases, and audio visual Vertical Helical Scan (VHS) records.</p> <p>The records in this records schedule are held either by the Federal Records Centers (paper records not scanned) or the F-14 Program Office at NAVAIR (all other records). Records at the two facilities are not duplicates.</p> <p>The F-14 Program Office is being decommissioned effective September 30, 2006. These records span from 1979-2006 and relate to F-14 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.</p> <p>[At the time of transfer of the F-14 records, the following Department of Defense (DoD) Distribution statements apply to certain SSICs, identified within the items' text:  Distribution A – Approved for public release  Distribution B – Distribution to U. S. government agencies only  Distribution C – Distribution to government agencies and their contractors only  Distribution D – Distribution to DOD and U.S. DOD contractors only  Distribution E – Distribution to DOD components only  Distribution F – Further dissemination only as directed</p>		

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	Distribution X – Distribution authorized to U.S. government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DODD 5230.25]		
1	<p><u>General Aeronautical and Astronautical Material Records - Project Manager Records</u> – Files maintained by designated project managers and weapons systems managers assigned responsibility for intensified management of weapons, component, and support systems.</p> <p>[Records are classified, unclassified, and/or restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13000.5</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
2	<u>General Aeronautical and Astronautical Material Records – Technical Reports</u> - 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	<p>SECNAV M-5210.1, 13000.7a</p> <p>3 new items</p>	

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	<p>aeronautical systems, weapons, and related equipment into a single package. - <u>Technical Reports</u> – Reports maintained by the naval activity preparing the report or by the activity issuing the contract if the report is generated by the contractor.</p> <p>[Records are classified, unclassified, and/or restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition – Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of these PDF files upon approval of this SF-115.</i></p>	<b>F-14 records ONLY</b>	
3	<p><u>General Aeronautical and Astronautical Material Records – Technical Reports - Design reports</u> – Files prepared by aircraft and weapons systems design staff and reports submitted by the contractor or field activity explaining how they will meet specified design requirements. <u>Design validation reports</u> – Analyses submitted by the contractor or field activity which contain sufficient detail to assure demonstrated compliance with the design parameters as stated in the contract specifications which may include calculations for stress and fatigue life and justification for material required.</p> <p>[Records are classified, unclassified, and or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p>	<p>SECNAV M-5210.1, 13000.7b(1)</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	

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	<p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when superseded or after life of the item has expired, whichever is later.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIR Headquarters (NAVAIRHQ): Commander, Naval Air Systems Command, 47123 Buse Road, Building 2272, Room 542, Patuxent River, MD 20670-1547. Destroy when superseded or after life of the item has expired, whichever is later.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
4	<p><u>General Aeronautical and Astronautical Material Records - Technical Reports – Design Reports</u> - Preliminary overall design and summary design reports for developmental aircraft and weapons systems.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Immediately transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this</i></p>	<p>SECNAV M-5210.1, 13000.7b(2)</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	

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	<i>SF-115.</i>		
5	<p><u>General Aeronautical and Astronautical Material Records – Technical Reports – Monthly Letter Reports and Quarterly Progress Reports.</u></p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when no longer required.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when superseded or after life of the item has expired, whichever is later.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13000.7c</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
<del>6</del>	<del> <p><u>General Aeronautical and Astronautical Material Records – Technical Reports – Reference Copies.</u></p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> - <i>Destroy when superseded or no longer required, whichever is later.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when superseded or after life of the item has expired, whichever is later.</i></p> </del>	<del> <p>SECNAV M-5210.1, 13000.7d</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p> <p><i>non-record</i></p> </del>	<del></del>

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	c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i>	<i>non-record</i>	
7	<p><u>General Aeronautical and Astronautical Material Records - Specifications for the Development and Manufacture of Aircraft and Aeronautical and Astronautical Equipment. Master Files</u> – Files include (preliminary) drafts or diagrams of specifications, test results, comments, working documents, 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 documents pertinent to the development and final approval of the specification.</p> <p>[Records are classified, unclassified, and/or restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of these PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13000.10a</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
8	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Characteristics Records</u> – The records in this (SSIC 13010-13019) series are related to aircraft characteristics and include performance; flying qualities, stability, and control;</p>	SECNAV M-5210.1, 13010.1a	

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	<p>aerodynamics and hydrodynamics; and structural (loads) records. <u>Primary Program Records</u> – 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. <u>Standard Aircraft Characteristics Charts</u>.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
9	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Characteristics Records – Primary Program Records. Working Documents and Test Data Used to Develop Standard Aircraft Characteristics Charts.</u></p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p>	<p>SECNAV M-5210.1, 13010.1b (t) records does not apply</p> <p>4 new items.</p>	<p>Change from temporary record in N1-NU-84-2 to permanent record.</p>

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	<p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<b>F-14 records ONLY</b>	
10	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Maintenance Records</u> – The records in this (SSIC 13020-13029) series are related to aircraft maintenance and include organizational, intermediate, and overhaul and rework records.</p> <p><u>General Correspondence Files</u> – Files of activities, departments, divisions, or units concerned with the construction, alteration, overhaul, and repair of equipment and aircraft.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 4 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 4 years old.</i></p>	<p>SECNAV M-5210.1, 13020.1</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	

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	c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i>		
11	<p><u>General Aeronautical and Astronautical Material Records - Airworthiness and Service Suitability Records</u> – The records in this (SSIC 13030-13039) series are related to airworthiness and service suitability and include test and evaluation, navy preliminary evaluation (NPE), service suitability trials, aircraft restrictions/limitations, and aircraft/stores compatibility records. <u>Primary Program Records</u> – 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.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13030.1</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	

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12	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Survival/Vulnerability Records. Correspondence, Reports, and Related Records</u> – Files that 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.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13040.1</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
13	<p><u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records. Summarization of Major Modifications</u> – These files are summaries of major modifications to aircraft and weapons systems maintained by project managers.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p>	<p>SECNAV M-5210.1, 13051.3</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	

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	<p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy after aircraft is stricken or when no longer needed, whichever is later.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy after aircraft is stricken or when no longer needed, whichever is later.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
14	<p><u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records. Master Set of Proposals</u> – Files generally include and are handled as master technical instructions or plans files. Files include engineering change proposals, configuration control board actions, NAVAIR implementation letter, F-14 Configuration Management Plan and Resource Allocation Maintenance Plan (RAMP) for documenting aircraft by bureau number with specific configuration/capabilities. Included are paper and electronic records (PDF and database with documentation).</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5 year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13051.4</p> <p>76 new items (2 databases and documentation)</p> <p><b>F-14 records ONLY</b></p>	

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	<p>c. The Resource Allocation Management Program (RAMP) System:</p> <p>(1) <u>F-14 RAMP Database</u>: The Resource Allocation Management Program (RAMP) system was developed as a standalone database for the F-14 program from 1997 -2000. The system was fielded for program use in 2000 and was in continual operation until the last forward deployed aircraft returned from cruise in 2006. RAMP was developed as a long range planning and forecasting tool to help PMA-241 manage their aircraft inventory. It functioned as a single source for pertinent program data. Data tracked consisted of all aircraft, aircraft major modifications, major aircraft depot events, Engineering Change Proposals, Technical Directives, commitments, and high level aircraft configurations.</p> <p><i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>(2) <u>Database Documentation</u>: F-14 Resource Allocation Management Program (RAMP) documentation includes:</p> <ul style="list-style-type: none"> <li>-Table Listing with fields in each table and a description of each field. Listing the Primary Keys and Foreign Keys from other tables, and Keys that are used as foreign keys in additional tables.</li> <li>-Entity Relationship Diagram (ERD) a pictorial layout of all the tables in F-14 RAMP showing their relationships to each other and the Keys for connecting the tables via the data.</li> <li>-Table data content, with pipes ( ) separating the fields, and with field names separated by pipes, as the first line in the data.</li> <li>-Users Help Manual: A PDF file with the help manual for using the F-14 RAMP application.</li> </ul>		

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	<p><i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>d. <u>F-14 Engineering Data Management Systems (EDMS) Database:</u></p> <p>(1) <u>F-14 EDMS Database:</u> F-14 EDMS database manages the business process for the controlled release of engineering drawings and incremental changes to those drawings. The database is a stand-alone Oracle Relational database. It provides Configuration Status Accounting (CSA) and the engineering drawing control processes and supports the F-14 Fleet Support Team drawing release and drawing change processes. F-14 EDMS contains reports and queries that describe the relationship between drawings parts, and the aircraft. The database was developed in 1997 and contains F-14 drawings from 1972 to September 2006.</p> <p><i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>(2) <u>Database Documentation:</u> Documentation includes:</p> <ul style="list-style-type: none"> <li>- Table Listing with fields in each table and a description of each field. Listing the Primary Keys and Foreign Keys from other tables, and Keys that are used as foreign keys in additional tables.</li> <li>- Entity Relationship Diagram (ERD) a pictorial layout of all the tables in F-14 EDMS showing their relationships to each other and the Keys for connecting the tables via the data.</li> <li>- Table data content, with pipes ( ) separating the fields, and with field names separated by pipes, as the first line in the data.</li> <li>-Users Help Manual: A PDF file with the help manual for using the F-14 EDMS application.</li> </ul>		

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	<p><i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b> e. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
15	<p><u>General Aeronautical and Astronautical Material Records - Change Kit – Aircraft Service Change Folders</u> – 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.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Temporary</b> a. <u>Paper records (not scanned)</u> – <i>Destroy when 10 years old.</i> b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 10 years old.</i> c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13053.1</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
16	<p><u>General Aeronautical and Astronautical Material Records - Fleet Proposal for Aircraft Modification Records – Engineering Change Proposals</u> – Recommendations for changes in maintenance, repair, or improvement of aeronautical or astronautical equipment or materials.</p>	<p>SECNAV M-5210.1, 13054.1</p> <p>3 new items</p>	

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u> <u>FINAL—F-14 RECORDS ONLY, July 14, 2006</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<p>[Records are unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 10 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 10 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<b>F-14 records ONLY</b>	
17	<p><u>General Aeronautical and Astronautical Material Records - Weight and Balance Records</u> – <u>Reports and Correspondence</u> – 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.</p> <p>[Records are unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this</i></p>	<p>SECNAV M-5210.1, 13060.1</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	

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18	<p><u>General Aeronautical and Astronautical Material Records - Reliability and Maintenance Records – Quality Assurance Program Records</u> – These records identify, report, and correct quality deficiencies in reworked and newly procured material. <u>Quality Deficiency Reports</u> – Files include amplifications such as safety and engineering investigation requests. <u>Reporting activities</u>.</p> <p>[Records are unclassified.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 6 months old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 6 months old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13070.1a(1)</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
19	<p><u>General Aeronautical and Astronautical Material Records - Exterior/Interior Finish, Marking, and Lighting Records – Specification Records</u> – These records consist of specifications describing how each aircraft is painted and marked with serial numbers, squadron identification numbers and insignia, instructions, and warnings.</p> <p>[Records are unclassified.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA when specification is cancelled or superseded, whichever is later.</i></p>	<p>SECNAV M-5210.1, 13080.1</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	

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	<p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
20	<p><u>Avionics Records</u> – The records in this (SSIC 13200-13299) series are related to general avionics records and include automatic carrier landing system; electrical power distribution components and systems; airborne navigation, automatic flight control and instrument systems (navigational and fuel consumption instruments and computers, flight instruments, automatic pilot mechanisms and airborne gyro components, and engine instruments); communication and identification (CNI) systems; airborne weapons (fire control) systems and airborne missile guidance systems (gun sights); general purpose computers; antisubmarine warfare (ASW) systems; electronic warfare (EW) systems; electric power generator, inverter, converter, and battery systems and components; and airborne radar records. <u>General Avionics Records – Correspondence and Reports</u> – 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. Included are paper, electronic records (PDF format), and audio-visual (VHS) records.</p> <p>[Records are classified, unclassified, restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA when newest record is 25 years old.</i></p>	<p>SECNAV M-5210.1, 13200.1</p> <p>4new items (1 AV)</p> <p><b>F-14 records ONLY</b></p>	

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u> <u>FINAL—F-14 RECORDS ONLY, July 14, 2006</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>c. <u>Audio-Visual records</u> (1 NARA FRC box; 1 cubic foot) – <i>Transfer physical and legal custody to NARA in accordance with published guidance for media and format, according to 36 CFR 1228.266, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>d. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115</i></p>		
21	<p><u>Avionics Records. General Avionics Records - All Other Records</u></p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 10 years old.</i></p> <p>b. <u>Electronic records (official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 10 years.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13200.2</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
22	<p><u>Airframe Systems, Components, and Accessories Records</u> – The records in this (SSIC 13400-13599) series are related to general airframe systems, components, and</p>	<p>SECNAV M-5210.1, 13400.1 is not applicable</p>	

<u>ITEM.</u> <u>NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u> <u>FINAL—F-14 RECORDS ONLY, July 14, 2006</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<p>accessories records and include structural (includes materials) (fuselage, wing, tail, control surfaces, flaps, etc; windows, windshields, and canopies; doors, hatches, and removable panels; nacelles and radomes; nuts, bolts, rivets, and fasteners); landing gear, wheels, and brakes (tires and tubes); aircraft components for arresting and launching; hydraulic, pneumatic, and lubrication systems (pumps and motors, valves and lines, actuators, fluidic devices, lubrication (excluding engine), and pitot-static systems (excluding instruments)); de-icing, anti-icing, and anti-fogging (airframe de-icing and windshield de-icing, defogging, and rain removal); environmental control and life support (heating and air conditioning, oxygen, and pressurization); fuel system (excluding engine) (internal fuel tanks, external fuel tanks and in-flight refueling); special mission systems (internal cargo, external cargo (includes helicopter pickup and delivery systems), airdropped cargo systems, airborne mine countermeasures systems, and aerial towing (targets and gliders)); fire detection and protection; escape and crew systems (general); escape systems (ejection seats and parachutes); crew systems (crew station design and human factors; comfort (galley, bunks, and lavatories); emergency equipment (life rafts, mae wets, and survival kits); and personal flying equipment records. <u>General Airframe Systems, Components and Accessories Records – Records and General correspondence</u> – Files concerning general airframe systems, components, and accessories. Included are paper, electronic records (PDF format), and audio-visual records (VHS format).</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Permanent</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance</i></p>	<p>4 new items (1 AV)</p> <p><b>F-14 records ONLY</b></p>	

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u> <u>FINAL—F-14 RECORDS ONLY, July 14, 2006</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<p><i>with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this schedule.</i></p> <p>c. <u>Audio-Visual records</u> (1 NARA FRC box; VHS format; 1 cubic foot) – <i>Transfer physical and legal custody to NARA in accordance with published guidance for media and format, according to 36 CFR 1228.266, upon approval of this SF-115.</i></p> <p><b>Disposition--Temporary</b></p> <p>d. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
23	<p><u>Aeronautical Ground Support Equipment Records. Peculiar Ground Support Equipment Records – General Correspondence</u> – 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.</p> <p>[Records are unclassified.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 5 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 5 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13620.1</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
24	<p><u>Aeronautical Ground Support Equipment Records. Automatic Test Equipment Records – General Correspondence, Reports, and Memoranda</u> – Records concerning equipment that, either automatically or semi-automatically, carries out a predetermined program of</p>	<p>SECNAV M-5210.1, 13630.1</p>	

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	<p>testing for possible malfunctions without reliance on human intervention.</p> <p>[Records are unclassified.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 5 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 5 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
25	<p><u>Aeronautical Ground Support Equipment Records. Calibration Ground Support Equipment Records – General Correspondence, Reports, and Memoranda</u> – Records concerning standards, test, and measurement equipment used in the inspection, acceptance and calibration of equipment.</p> <p>[Records are unclassified.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 5 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 5 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13640.1</p> <p>3 new items</p>	

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26	<p><u>Aeronautical Ground Support Equipment Records. Repair Parts (Shortages) Records – Technical Data and Related Information Document</u> – Records concerning spare and repair parts maintained by supply-control or by maintenance and repair activities.</p> <p>[Records are unclassified.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when superseded or when aircraft or equipment is removed from the supply system, whichever is later.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when superseded or when aircraft or equipment is removed from the supply system, whichever is later.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13660.1</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
27	<p><u>Aeronautical Ground Support Equipment Records. Avionics Support Equipment Records – General Correspondence, Reports, and Memoranda</u> – Records concerning equipment used on the ground to maintain an avionics system.</p> <p>[Records are unclassified.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 5 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 5 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this</i></p>	<p>SECNAV M-5210.1, 13690.1</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	

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28	<p><u>Engines and Engine Systems (Including Components and Accessories) Records</u> – The records in this (SSIC 13700-13799) series are related to general engines and engine systems (including component and accessories) records and include reciprocating, turboshaft and jet, rocket, nuclear, engine diagnostics, engine fuel systems, engine electrical systems, engine cooling systems, and engine systems components records. Aircraft engine accounting systems records are used to provide current information on location, condition, and performance history of each aircraft engine. These records are the basis for supporting requirement computation and budget request for spare engines, repair parts, and rework requirements. <u>General Engines and Engine Systems (Including Components and Accessories) Records – Transaction Reports</u> – In various formats submitted via remote terminal(s) by reporting activities, controlling custodians, or NAVAIR fleet support (FS) custodians, or designated overhaul points DOPs). <u>Reporting activities.</u></p> <p>[Records are unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p><b>Disposition – Temporary</b></p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 3 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 3 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13700.1a(1)</p> <p>3 new items</p> <p><b>F-14 records ONLY</b></p>	
29	<p><u>F-14 Document Archive System</u> – The F-14 Document Archive System (DAS) Application and Relational Database is a storage and indexing system for the maintenance of archival metadata. DAS provides the capability to search and select one</p>	<p>1 new item</p> <p><b>F-14 records ONLY</b></p>	

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	<p>or many records from the database and the capability to copy selected archival files to another location. DAS produces reports which can be used as indexes for selected files and launched through MS Word and MS Excel. Included are a main table and look up and error capture tables. Data elements include table, description, file name, primary key, unique key, field, field description, data type, and size.</p> <p>[Records are unclassified.]</p> <p><b>Disposition – Permanent</b> <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p>		