

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-NU-10-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/29/2010</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Chief of Naval Operations (CNO)			
3 MINOR SUBDIVISION Navy Directives and Records (CNO (DNS-5))			
4. NAME OF PERSON WITH WHOM TO CONFER Matthew D. Staden	4 TELEPHONE NUMBER (202) 433-4217	DATE <i>3 Sept 2010</i>	ARCHIVIST OF THE UNITED STATES 
5. 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 ___ 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 17 Feb 2010	SIGNATURE OF AGENCY REPRESENTATIVE  Charley A. Barth		TITLE Director of Records, Department of the Navy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Background: The Zumwalt class destroyer DDG 1000 introduces an enhanced capability to capture and store electronic ship operations data. Specifically, video, communications, and event reconstruction records can be generated and stored during various ship operations. These records are tagged to identify retention periods and subsequently destroyed or copied and retained on DAT media for ship archive and for transfer to NAVY shore activities for subsequent storage, dissemination and action as appropriate. Currently, the existing SSICs do not address retention of these record types and the purpose of this SSIC submittal is to cover the retention requirements for these record types</p> <p>High level plan to offload data from ship to shore activities: DDG1000 has two methods for offloading ship data to the on shore support activities. The ship has some capability, using their network and communications satellite access, to transmit subsets of data to the designated receipt activity. The ship can also copy data to DAT media and offload it to the designated receipt activity via helicopter or when in port, depending on time constraints associated with the data sets. Once at the designated receipt activity the data will be uploaded onto a server farm and made available to other shore-based activities for subsequent use.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><u>SSIC 3101</u> <u>ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS</u> <u>MONITORING RECORDS</u></p> <p>Records in this series pertain to ships equipped with systems capable of capturing (in electronic format) information generated during ship operations and used either directly or indirectly to monitor ship operations. These include ships that are originally built with this technical capability or subsequently have this technical capability added. Records in this series include, but are not limited to audio, communication, video, and event reconstruction (e.g., AEGIS electronic war diary) records. This schedule does not include electronic or paper deck logs found under SSIC 3100.5.</p> <p>1. Video monitoring records. Pertains to ships equipped with video cameras/systems capable of capturing and storing video records in electronic format that are used to provide monitoring of a ship's passage ways, equipment, weapons systems, flight decks, manned and unmanned areas, and etc. Video monitoring may be conducted within numerous areas both within and outside of the ship's structure.</p> <p>a. Routine Monitoring: Records consisting of electronic video monitoring data captured and stored in electronic format, of monitored locations in which no event has occurred as defined in subparagraphs 1b through 1d of this SSIC during the time period in which the monitoring occurred.</p> <p style="padding-left: 40px;">Video frame rates less than or equal to 5 frames per second.</p> <p style="padding-left: 40px;">Destroy when 2 days old</p> <p style="padding-left: 40px;">Video frame rates greater than 5 frames per second.</p> <p style="padding-left: 40px;">Destroy after 8 hours</p> <p>b. Exercise Monitoring: Records consisting of electronic video monitoring data captured and stored in electronic format during conducted exercise and/or training events involved in the exercising of equipment and/or personnel; such as but not</p>	<p>New</p> <p>New</p>	

	<p>limited to: fire is, rescue and assistance exercises, main space fire drills, flooding drills, operational evaluations, and fleet exercises. This data is used to evaluate events such as exercise/training events, perform root cause analysis, and establish corrective action and training requirements.</p>	
3	<p>Destroy when 10 years old or no longer required; whichever is later.</p>	New
	<p>c. Ship Operations: Records consisting of electronic video monitoring data captured and stored in electronic format during ship operations where a significant or catastrophic event occurs such as but not limited to, fire, criminal activity, equipment failure, flooding, collision and etc; or which is identified at the time as having possible legal, safety, political or other implications to the DON or National Security.</p>	
4	<p>Destroy when 10 years old or when studies/operational analysis is completed; whichever is later.</p>	New
	<p>d. Armed Conflict: Records consisting of electronic video monitoring data captured and stored in electronic format during actual direct armed contact between United States ships and a hostile force.</p>	
5	<p>Permanent. ^{PRE-ACCESSION TO NARA} Transfer to WNRC when studies/operational analysis has been completed. Transfer to NARA when 10 years old in a format mutually agreed to by National Archives and the transferring entity at the time of transfer. (See part V, paragraph 5 of this manual.)</p>	<p>New PER PHONE CONVERSATION W/ MATT STADEN 8/30/2010 SBR</p>
	<p>2. Communications records. Pertains to ships having equipment or systems capable of capturing and recording, electronically, various forms of internal and external communications both within and outside the structure of the ship. Internal communications records are electronic records of communications conducted via electronic means and within the structure of the ship; such as but not limited to: internal communication networks (nets), internal telephone, general announcing system, portable intra-ship radio, sound powered phones, etc. External communications records are electronic records of communications conducted via electronic means with sources outside the structure of the ship; such as but not limited to: ship to ship, ship to shore, shore to ship, ship to aircraft, aircraft to ship, ship to satellite, satellite to ship, etc.</p>	

6	<p>a. Routine monitoring: Records consisting of electronic communications data captured and stored in electronic format in which no event has occurred as defined in subparagraphs 2b through 2d of this SSIC during the time period in which the monitoring occurred.</p> <p>Destroy when 2 days old.</p>	New	
7	<p>b. Exercise monitoring: Records consisting of electronic communications data captured and stored in electronic format during conducted exercise and/or training events involved in the exercising of equipment and/or personnel; such as but not limited to: fire drills, rescue and assistance exercises, main space fire drills, flooding drills, operational evaluations, and fleet exercises. This data is used to evaluate exercise/training events, perform root cause analysis, and establish corrective action and training requirements.</p> <p>Destroy when 10 years old or no longer required; whichever is later.</p>	New	
8	<p>c. Event monitoring: Records consisting of electronic communications data captured and stored in electronic format during ship operations where a significant or catastrophic event occurs such as but not limited to, fire, criminal activity, equipment failure, flooding, collision and etc; or which is identified at the time as having possible legal, safety, political or other implications to the United States Navy or National Security.</p> <p>Destroy when 10 years old or when studies/operational analysis is completed; whichever is later.</p>	New	
9	<p>d. Armed Conflict. Records consisting of electronic communications data captured and stored in electronic format during actual direct armed contact between United States Ships and a hostile force.</p> <p>PRE-ACCESSION ELECTRONIC FILE TO NARA</p> <p>Permanent. Transfer to WNRC when studies/operational analysis has been completed. Transfer to NARA when 10 years old in a format mutually agreed to by National Archives and the transferring entity at the time of transfer. (See part V, paragraph 5 of this manual)</p>	<p>New</p> <p>PER PHONE CONSERVATION WITH MATT STADLER 8/30/2010 SBR</p>	