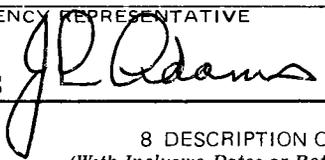


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-NU-86-1	DATE RECEIVED 10-18-85
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION NAVAL DATA AUTOMATION COMMAND		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION NAVAL MILITARY PERSONNEL COMMAND			
4 NAME OF PERSON WITH WHOM TO CONFER MS. PAT TOWNSEND	5 TELEPHONE EXT 433-4217	DATE 3/22/88	ARCHIVIST OF THE UNITED STATES 

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 10 OCT 85	C SIGNATURE OF AGENCY REPRESENTATIVE J. L. ADAMS 	D TITLE Director, Naval Records and Information Management Department
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>CHAPTER 1 SSIC 1000 - 1999</p> <p>MILITARY PERSONNEL RECORDS</p> <p>The records described in this schedule pertain to the supervision and administration of military personnel and military personnel affairs, including the recruiting, classification, assignment, promotion, training, performance, and discipline of personnel; chaplain's activities; retirement and separation activities; and morale and personal affairs functions.</p> <p>Retention periods prescribed in this schedule are applicable to military personnel records of Navy and Marine Corps activities and offices throughout the Department of the Navy (DON).</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 201-45.3.</p>		

CHAPTER 1
MILITARY PERSONNEL RECORDS
1000-1999

THE RECORDS DESCRIBED IN THIS CHAPTER PERTAIN TO THE SUPERVISION AND ADMINISTRATION OF MILITARY PERSONNEL AND MILITARY PERSONNEL AFFAIRS, INCLUDING THE RECRUITING, CLASSIFICATION, ASSIGNMENT, PROMOTION, TRAINING, PERFORMANCE, AND DISCIPLINE OF PERSONNEL; CHAPLAIN'S ACTIVITIES; RETIREMENT AND SEPARATION ACTIVITIES; AND MORALE AND PERSONAL AFFAIRS FUNCTIONS.

RETENTION PERIODS PRESCRIBED IN THIS CHAPTER ARE APPLICABLE TO MILITARY PERSONNEL RECORDS OF NAVY AND MARINE CORPS ACTIVITIES AND OFFICES THROUGHOUT THE DEPARTMENT OF THE NAVY (DON).

SSIC 1000-1099GENERAL MILITARY PERSONNEL RECORDSSSIC 1000GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S)) RECORDS

MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE NAVAL MILITARY PERSONNEL COMMAND, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE CHIEF OF NAVAL RESERVE. RECORDS RELATE TO SUCH MATTERS AS:

Permanent.

- a. Navy-wide policies and procedures governing the operations of Navy Personnel Boards and Councils, including the Board for the Correction of Naval Records and Officer Promotion and Selection Boards.
- b. Navy-wide policies and procedures governing the classification, assignment, promotion and distribution of officer and enlisted personnel.
- c. Navy-wide policies and procedures established by Chief of Naval Reserve governing the administration of Naval Reserve programs.
- d. Navy-wide policies governing the wearing of Naval uniforms and the development of uniforms and accessories.

e. Navy-wide policies and procedures governing career planning programs and efforts aimed at the retention of personnel.

f. Recruiting efforts, including the establishment of quantitative and qualitative recruiting goals, statistical data in consolidated or summary form concerning recruiting and the development of marketing strategies, advertising programs, and other aspects of recruiting campaigns.

g. Training and education programs, including recruit training, officer candidate training, nuclear power training, the aviation cadet program and other aspects of naval aviation training.

h. Navy-wide policies and procedures relating to performance and conduct, including the policies governing the operation of places of confinement.

i. Navy-wide policies and procedures governing the granting of awards and decorations.

j. Navy-wide policies governing the establishment and operation of morale and personal affairs activities and programs, including chaplains and religious affair matters, and dependent and survivor entitlements.

k. Other Navy-wide policies, programs and procedures in the military personnel area.

2. MILITARY PERSONNEL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY MILITARY PERSONNEL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING PERSONNEL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICER RESPONSIBLE FOR NAVY-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY PARAGRAPH 1000.1. THESE RECORDS INCLUDE:

Destroyed in accordance SSICS for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, applying the following: retain on board until records are 2 years

old. Earlier disposal is authorized if records are no longer needed for current operations.

a. Correspondence relating to personnel actions involving specific individuals (except for files relating to precedental and/or highly significant actions, accumulated by high echelon offices responsible for Navy-wide policies which should be filed under paragraph 1000.1).

b. Routine requests for information concerning Navy personnel policies that do not involve the establishment or revision of policy.

c. Comments on directives, studies, reports, and other issuances accumulated by offices not responsible for their preparation.

d. Issuances prepared by lower echelon offices which merely transmit or adapt for local conditions policies and procedures established by higher level offices and relating background papers.

e. Copies retained by preparing offices of reports submitted to higher echelon offices, with related feeder material and background papers.

f. Records relating to any other aspects of military personnel administration exclusive of records appropriate for filing under paragraph 1000.1.

3. CORRESPONDENCE WITH INDIVIDUALS, THIRD PARTIES, PRIVATE ASSOCIATIONS OR OTHER ACTIVITIES OR AGENCIES. Correspondence concerning military personnel matters (less correspondence filed in service records or in official military personnel files) normally filed by subject.

a. Navy ActivitiesRetain on board. Destroy
when 2 years old.b. Marine Corps Field Activities

Destroy when 2 years old.

4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS

a. Boards Reports. Record of proceedings of officers or noncommissioned officers selection boards and reserve officers disposition boards.

Apply par. 1420.2.

b. General Correspondence Files. ^{Files relating to} ~~Correspondence~~, precepts, administrative regulations, procedures and standards, reports, ^{correspondence} minutes of meetings, docket books, and organizational papers dealing with policies of boards and councils.

Destroy when 2 years old.

c. Correspondence with Individuals, Interested Parties, Activities, and Organizations. Files concerned with matters under board's or council's jurisdiction, cases in process or being considered, or requests for information relating to general policies and procedures of the board or council.

Destroy when 2 years old.

d. Transmittals. Forms or other correspondence used to transmit petitions and cases to other boards, councils, departmental bureaus and offices, or other agencies having jurisdiction.

Destroy when 2 years old.

e. Board for Correction of Naval Records (BCNR) Case Files. Files consisting of all papers relating to each individual case.

(1) Applications for correction of naval records, notices of waiver, instruction sheets, copies of board briefs and recommendations, transcripts of proceedings, and certified copies of vouchers used in payment of claims and correspondence with petitioners, naval activities, veterans organizations, members of Congress, and others relating to disposition of the case and to all material removed from petitioner's record after approval.

SECNAVINST 5212.5C

(a) Original documents

*Mr. Dean P.iffer Pentagon
694-1402
oks 40 years*

Cut off when 3 years old or when case is closed, whichever is later. Transfer to Federal Records Center (FRC) 3 years after case is closed. Destroy when 15 years old or when military personnel service record is destroyed, whichever is earlier.

(b) Copies of documents

Retain on board. Destroy when no longer needed.

(2) Docket cards of cases processed by the board

Retain on board. Destroy when no longer needed.

f. Officer Selection Promotion Board Records. Files consisting of correspondence and other records accumulated by naval examining boards relating to recommendations or actions regarding officer promotions, suspension of promotions, re-examinations, submission of additional information, redetermination of qualifications for promotion of candidates who have failed in one or more subjects before a supervisory examining board, or whose records show matter adverse to promotion qualifications and other similar matter.

Retain on board. Destroy when 4 years old.

g. Board of Review, Discharges, and Dismissal Official Case Files

(1) All papers relating to each individual case, including review of discharges, applications for review of discharge and separations from the armed services; copies of discharge certificates; correspondence with naval ties, petitioners, veterans organizations, congressmen, and other interested parties; and other records relating to the progress and disposition of the case.

Destroy 2 years after determination is made. NCL-NR-85-1 (Item 1)

Transfer to FRC when case is closed. Destroy 15 years after transfer. Case is closed.

(2) Docket cards and en bloc recommendations made by the Board and approved by Secretary of the Navy (SECNAV) (official original document only).

Retain on board. Destroy when no longer needed.

h. Naval Clemency and Parole Board Records

(1) Official Board case files composed of briefs and relevant disciplinary, medical, and sociological histories of appellant seeking clemency; proceedings and decisions of the Board; medical-psycho-logical evaluation reports; civilian background reports; correspondence with naval activities, members of Congress, and others concerned with the case. (No indices involved.)

Cut off and transfer to FRC 1 year after discharge of individual from the naval service. Destroy 25 years after cut-off.

(2) En bloc recommendations made by the Board and approved by SECNAV (official original document only).

Retain on board. Destroy when no longer needed.

5. *i. [see insert]* GENERAL CORRESPONDENCE FILES. Reports and other records relating to military personnel, operation, and administration of military personnel matters including classification, assignment and distribution, promotion and advancement, training and education, morale, welfare, and personal affairs which are related to shipboard supervision and administration of military personnel and military personnel matters.

Destroy when 2 years old.

6. INTERNAL REPORTS AND CONTROLS. Files such as check-lists, tabulations, reports, local controls, and similar records.

Retain on board. Destroy when no longer needed.

SSIC 1001

RESERVE POLICIES AND PROGRAMS RECORDS

1. PRIMARY PROGRAM RECORDS OF NAVAL RESERVE HEADQUARTERS. That portion of the Chief of Naval Reserve's (CNAVRES) files that relates to the overall administration and significant accomplishments of military reserve personnel programs including planning, disciplinary, and education training programs.

Permanent. Transfer to FRC, 4900 Hemphill Street, Building 1, Dock 1, Fort Worth, TX 76115, when 4 years old. Offer

SSIC 1000.4

1. INDIVIDUAL SERVICE REVIEW BOARD PROCEEDINGS RECORDS

(1) Files contain the individual civilian/contractor personnel's application for discharge, supporting documentation, copies of correspondence between the individual and the ISRB, and other correspondence leading to determination of active duty-type discharge for civilian/contractor personnel under the provisions of Public Law 95-202. (Exclude documents that must be filed in the Official Military Personnel Folder.)

Destroy 2 years after determination is made. NC1-NU-85-1.

(2) Civilian/Contractor Personnel Service Review Cards are control cards showing determinations of active duty-type discharge for civilian/contractor personnel under the provisions of Public Law 95-202. These are maintained at the Naval Military Personnel Command, and cover the following groups: 1. Civilian employees, Pacific Naval Air Bases who actively participated in the defense of Wake Island during World War II 2. Wake Island defenders from Guam. 3 Others as determined.

Permanent Offer to NARA 30 years after service credit determination is made NC1-NU-85-1.

- to NARA when 20 years old.
2. GENERAL CORRESPONDENCE FILES. Records relating to naval reserve personnel matters. Apply par. 1000.2.
3. PAY AND NON-PAY NAVAL RESERVE ORGANIZATION FILES. Correspondence, reports, and related papers regarding the local administration and operation of the unit. Include organization's correspondence with CNAVRES and Naval Reserve Readiness Commands, copies of correspondence with departmental bureaus and offices, intra-organizational memoranda; personnel allowances; brigade schedules; and other similar material. Destroy when 2 years old.
4. CORRESPONDENCE WITH INDIVIDUALS. Files relating to the naval reserve. Destroy when 1 year old.
5. NAVAL RESERVE FIELD REPORTING SYSTEM (RESFIRST) DOCUMENTS. Naval reserve unit diaries and Naval Reserve Drill Reporting Form for both officers and enlisted personnel in pay and non-pay status utilizing a credit-card reporting system. (Quarterly Naval Reserve Drill Reports (such as NAVPERS 1259) were cancelled by implementation of the Reserve Unit Personnel and Performance Report (RUPPERT) in 1957. The RUPPERT system was operational through 31 January 78. It was replaced by RESFIRST which incorporates the use of optical character recognition (OCR) diary as a reporting document to report events and occurrences, personnel actions, and data relative to individuals attached to a reporting unit of the naval reserve.)
- a. OCR Credit Card Drill Chits
- (1) Original paper copy Retained by the reservist.
- (2) Copy retained by the unit Destroy when 90 days old or when no longer needed, whichever is later.

(3) Copy provided to National Personnel Records Center (NPRC)

Scan with automatic data processing record built for submission to the Naval Reserve Drill Pay System at Navy Finance Center (NFC), Cleveland, OH. Microfilm using index provided by NFC. Destroy after microfilm is verified for accuracy and completeness to permit retention and retrieval of this information for 56 years.

b. Microfilmed Copies of All Diaries and Drill Chits Retained by NRPC

Retain on board. Destroy when 56 years old.

c. Magnetic Tapes and Micro-spool Copies of RESFIRST Diaries and Drill Chits Received and Processed by Naval Reserve Personnel Center

Forward monthly to NFC. NFC will apply par. 7220.1.

6. NAVAL RESERVE DATA CARDS

Transfer to nearest FRC when 5 years old. Destroy when 56 years old.

7. NAVAL RESERVE OFFICER AND ENLISTED STRENGTH REPORTS

Destroy when 2 years old or when purpose is served, whichever is earlier.

8. NAVAL RESERVE TRAINING RECORDS

Apply par. 1500.

NGMiller

SSIC 1040

RETENTION/CAREER PLANNING RECORDS

1. PRIMARY PROGRAM RECORDS. Files used to document plans, policies, programs, and procedures relating to retention/career planning.

Apply par 1000.1

2 GENERAL CORRESPONDENCE FILES. Files created by offices and activities concerned with retention/career planning which relate to routine internal operations and administration.

Apply par. ~~100.2.~~ 1000.2.

OK ed by Lorraine S Heldon
NMPC 694-1406

SSIC 1010

INSPECTIONS RECORDS

- 1. INSPECTION REPORTS. Files, other correspondence, and documents concerning routine military personnel inspections. Destroy when 2 years old.
- 2. DORMITORY OR BARRACKS INSPECTION AND MAINTENANCE REPORTS Destroy when 6 months old.
- 3. OTHER INSPECTION AND SURVEY RECORDS. Files including those relating to administrative inspections and to on-site surveys. Destroy when 3 years old.

SSIC 1020

UNIFORMS RECORDS

- 1. ~~GENERAL~~ ^{Primary Program} UNIFORM CORRESPONDENCE FILES
 - a. Correspondence, Establishing Policy Apply par. 1000.1a.
 - b. ^{General, or} All Other Correspondence Destroy when 2 years old or purpose is served, whichever is earlier.
- 2. HISTORICAL COLLECTIONS. Information concerning uniform styles files that reflect gradual changes in basic styles and document a specific era. Permanent. Transfer to the National Archives when 50 years old, pending Navy review to determine if continued agency retention is required.

Withdrawn

SSIC 1040

RETENTION/CAREER PLANNING RECORDS

- 1. GENERAL CORRESPONDENCE FILES. ~~Files relating to retention/career planning. (Exclude primary program correspondence filed under 1000.1).~~ ^{Apply par. 1000.1 or 1000.2, whichever is appropriate} insert for 1040.

NGMiller

SSIC 1070

1. NAVY MILITARY PERSONNEL RECORDS MAINTAINED BY NMPC

a Records consist of(NAVPERS 996).

Transfer to Naval Reserve Personnel Center..(NC1-NU-83-3).

b Computerized individual personnel records of all military personnel in the active Navy, including the Officer Master File, the Enlisted Master File, and the Officer Loss File.

annually Permanent. Transfer reels and documentation to the National Archives (N3-24-86-1).

SSIC 1050LEAVE AND LIBERTY RECORDS

1. ORIGINAL LEAVE AUTHORIZATIONS (PART 3). Filed in member's service record at local activity. (Disposition instructions for parts 1, 2, 4, and 5 of NAVCOMPT 3065 are contained in PAYPERSMAN, Part I, Chapter 3, Section B.)

Destroy when 6 months old.

2. MARINE CORPS REPORTS OF DRILLS AND ATTENDANCE

Destroy when 3 years old.

3. REPORTS OF DESERTION. Files such as declaration message and DD Form 553 (Absentee Wanted by the Armed Services). (Exclude copies used for other purposes.)

Destroy when 2 years old or when member is apprehended or surrenders, whichever is earlier.

SSIC 1070PERSONNEL RECORDS

1. ~~NAVY MILITARY PERSONNEL RECORDS MAINTAINED BY NMPC.~~ Records consist of officer (master microfiche, numbers 1-6), enlisted (master microfiche, numbers 1E-4E), and officer's service jacket (Navy Officer's Miscellaneous Correspondence and Orders Jacket (NAVPERS 700), Officer's Selection Board Jacket (NAVPERS 701), and Officer's Fitness Reports Jacket (NAVPERS 996).

a.

b. see insert

This is the disposition for 1070.1a see insert
Naval Reserve Personnel Center,
 Transfer to NRPC, New Orleans, LA 70149, 6 months after discharge, retirement, or death of service member. NRPC will combine with service member's medical record and forward to NRPC, Military Personnel Records (MPR), 9700 Page Blvd, St. Louis, MO 63132. Offer to NARA 75 years after separation of service member. (NC1-NU-83-3)

2. NAVY MILITARY SERVICE RECORDS MAINTAINED AT THE UNIT TO WHICH THE MEMBER IS ATTACHED. Consists of Officer Service Records (NAVPERS 1070/66) and Enlisted Service Records (NAVPERS 1070/600).

Process officer and enlisted service records in accordance with NAVMILPERSMAN 5030141 and 5030140.

3. MARINE CORPS OFFICIAL MILITARY PERSONNEL FILE (OMPF). These records for officers and enlisted personnel are maintained at HQMC. Each file contains pertinent history of the Marine from time of entry into service until final separation. The OMPF can be paper or microfiche or a combination of both (mixed mode).

Combine with the Officer Qualification Record/Service Record Book, as appropriate, and dental and medical records. Transfer 6 months after separation as follows: (The NPRC will retain these records for 75 years at which time Marine Corps will be afforded the option of retaining custody of ~~any~~ *any* ~~these records~~ *not transferred to the National Archives per NA-MY-8* NPRC, 111 Winnebago St., St. Louis, MO 63118.

a. Original Microfiche Record

b. Diazo Microfiche Copy and the Mixed Mode Record

NPRC, 9700 Page Blvd,
St. Louis, MO 63132.

4. MARINE CORPS OFFICER QUALIFICATION RECORD (OQR) AND MARINE CORPS ENLISTED SERVICE RECORD BOOK (SRB). These records are maintained by command to which the Marine is attached. They consist of a Marine cumulative and concise summary of basic events of the officer or enlisted Marine's career from time of acceptance of appointment or enlistment to time of separation.

Forward to HQMC when the Marine is separated from service or as otherwise directed by Marine Corps' instructions. (HQMC will apply par. 1070.3.)

5. TEMPORARY (LOCAL) PERSONNEL FILES

a. Temporary Command Files. Individual files, alphabetical by name, established in accordance with NAVMILPERSMAN 5030180 by commanding officers of selected reserve units and the CNAVRES for personnel assigned to them.

Retain on board. Destroy when the service member transfers to another unit, is ordered to active duty, or is detached from the unit or the cognizance of CNAVRES.

b. Other Personnel Files. Individual files, alphabetical by name, maintained on service members by activities to which they are attached.

Retain on board. Destroy when personnel are transferred, separated, or when files are no longer needed, whichever is earlier.

6. RECEIPTS FOR SERVICE, HEALTH, PAY, OR SIMILAR RECORDS. Consists of receipts, cover letters, or other forms verifying the transmittal of records maintained by preparing units.

a. Navy Activities

Destroy when 6 months old or upon acknowledgement of receipt, whichever is earlier.

b. Marine Corps Activities

Destroy when 1 year old.

7. PERSONNEL ROSTERS, LISTINGS, CARDS, INDEXES, AND OTHER SIMILAR RECORDS OF PERSONNEL ON BOARD MAINTAINED BY PREPARING UNIT

Retain on board. Destroy when superseded or obsolete.

8. RECORDS OF ROOM AND MEAL ASSIGNMENTS. Files include billeting slips or logs or other similar or related records maintained by preparing units.

Destroy when 6 months old.

9. RATION REPORTS. Files such as commuted rations reports or lists, requests to receive commuted rations, and daily ration memoranda maintained by preparing units.

Destroy when 6 months old.

10. SUBSISTENCE AND QUARTERS REPORTS AND AUTHORIZATIONS. Files maintained by preparing and authorizing units.

a. Reports

Destroy when 2 years old.

b. Authorizations

Retain on board. Destroy 1 year after termination of authorization.

1. LOCAL DAILY PERSONNEL DIARIES OR REPORTS. Attendance, drill, or muster reports, morning reports, or similar entries maintained by unit preparing reports. (Exclude personnel accounting records covered in par. 1080 and MARCORPS drill reports covered in par. 1050.)

Retain on board. Destroy when 3 months old.

12. PHYSICAL FITNESS, STRENGTH, AND SWIMMING RECORDS. Files maintained by preparing units.

a. Enlisted Recruits Files

Destroy when 2 years old.

b. All Other Files

Destroy when 1 year old.

13. REQUESTS FOR CHANGES IN PAY STATUS. Files maintained by preparing units.

Destroy when 6 months old.

14. MARINE CORPS CERTIFICATION OR ORDERS TO OPEN, ADJUST, TRANSFER, OR CLOSE ACCOUNTS. Files maintained by MARCORPS certifying office or commanding officers.

Destroy when 1 year old or upon disestablishment of activity, whichever is earlier.

15. CLOTHING ISSUE RECORDS. Files maintained by activities to which naval personnel are attached.

a. Reserve Personnel

Destroy when 2 years old.

b. All Other Personnel

Retain on board. Destroy when purpose is served or when entered in

10. CLOTHING MEASUREMENT FILES. Corresponder and other records relating to clothing measurements used for naval personnel reordering purposes accumulated only by the Naval Uniform Shop, Brooklyn, NY.

a. Men's and Women's Uniform Orders

(1) Records of distinguished personnel

Permanent. Transfer to WNRC when 10 years old. Offer to NARA when 20 years old.

(2) All other records

Retain on board. Destroy when 5 years old.

b. Try-on Information

Destroy when 6 months old.

*to the
PERSCOM
of 4 Nov 85*

SSIC 1080

PERSONNEL ACCOUNTING RECORDS

1. GENERAL CORRESPONDENCE RECORDS. Files and related papers pertaining to the operation of personnel accounting/manpower information functions (exclude primary program files covered under 1000.1.)

Apply par. 1000.2.

2. PERSONNEL DIARY REPORTS. Messages and speedletters used to report personnel transactions to the Commanding Officer, Enlisted Personnel Management Center (EPMAC), New Orleans, LA 70159 for active duty Navy personnel (including reservists on active duty).

a. Copy furnished to the Commanding Officer, Enlisted Personnel Management Center, New Orleans, LA 70159.

Destroy when 6 months old.

b. Preparing Activities or Reporting Unit Copies.

Retain on board. Destroy when 2 years old or upon disestablishment of activity, whichever is earlier.

3. PERSONNEL DIARIES AND PERSONNEL TRANSACTION SUMMARIES. Original personnel diaries forwarded to EPMAC and monthly personnel transactions produced by EPMAC.

a. ~~Activity Copies.~~

retain until microfilmed
and film is verified for
accuracy and completeness.

b. Microfilm and Microfiche Master Negative Maintained
by EPMAC. ~~Withdrawn~~
Withdrawn
Permanent. Date of transfer to NA to be determined at a later date.

Transfer to WNRC 6 months
after microfilming/micro-
ficheing. ~~Destroy when 50
years old. Offer to NARA
when 20 years old.~~

c. Activity Copies.

Destroy when 2 years old
or upon disestablishment
of activity, whichever is
earlier.

d. All Other Copies.

Destroy when 6 months old
or purpose is served,
whichever is later.

4. REPORTS produced by Source Data System (SDS and SDSA)
monthly based on SDS/SDSA events transmitted to NAVMILPERSCOM
from activities with personnel accounting responsibility for
active-duty Navy personnel.

a. Activities Copies.

Destroy when 2 years old
or upon disestablishment
of activity, whichever is
earlier.

5. ENLISTED STRENGTH SUMMARIES

a. Master Negatives of Monthly Enlisted Distribution
and Verification Report (EDVR) Maintained by EPMAC. The
EDVR is a monthly statement of an activity's personnel
account reflecting all individual assignments.

Transfer to WNRC on a
quarterly basis. Destroy
when 75 years old.

b. Copies of Activities Enlisted Strength Summaries.

Destroy when 2 years old
or upon disestablishment.

c. All Other Copies.

Destroy when purpose has
been served.

6. MARINE CORPS UNIT DIARIES (NAVMC 10793). Chronological summary
of all events happening in a Marine Corps unit.

a. Original Microfilmed Unit Diaries and 1 Positive Copy
Withdrawn

Permanent. The Deputy
Chief of Staff for Man-
power (Code MSRB) will

transfer to WNRC, 4205
Suitland Rd, Washington,
DC 20409, after the film
has been edited. ~~Offer~~

~~to NARA 20 years after
transfer.~~ *Date of transfer to*

NARA to be determined at a later date

Retain on board. HQMC
will retain one copy
until no longer needed
and then destroy. A
copy will be forwarded
to the Marine Corps
Finance Center, Kansas
City, MO.

b. Microfilmed Positive Copies

c. Marine Corps Unit Diary Paper Copies

(1) Pink copy maintained by the preparing or reporting units

(a) Units deactivated

Forward to the next
senior command. Destroy
when 1 year old.

(b) Units not deactivated

Destroy when 1 year old.

(2) All other copies

Retain on board. Destroy
after expiration of
related pay cycle.

7. MARINE CORPS UNIT TRANSACTION REGISTERS, PENDING TRANSACTION
REGISTERS, STATISTICAL ANALYSIS REPORTS, AND COMMAND UNIT TRANS-
ACTION REPORTS

Destroy when 1 year old.

8. DAILY AVAILABILITY REPORTS AND ENLISTED AVAILABILITY CARDS. Files
used by naval stations to report available members awaiting further
assignment.

Destroy when 6 months
old.

9. MANPOWER AUTHORIZATIONS (OPNAV 1000/2/3). Files received by personnel accounting/manpower information installations from COMNAVMILPERSCOM for data recording purposes. Retain on board. Destroy when superseded.
10. MISCELLANEOUS CONTROLS, CHECK LISTINGS, TABULATIONS, AND REPORTS. Files prepared for specific local requirements. Destroy when 2 years old or when purpose is served, whichever is earlier.
11. OTHER REPORTS. Files, together with related correspondence and papers, prepared by Navy personnel accounting/manpower information installations and by MARCORPS data processing installations and copies of reports submitted to COMNAVMILPERSCOM or CMC and not specifically authorized elsewhere in this chapter for disposition. Include such items as officer and enlisted strength reports; naval reserve reports; compliance reports; transient enlisted personnel reports; enlistment, reenlistment, discharge, and extension reports. Also, include copies of special reports prepared for or at the request of COMNAVMILPERSCOM.
- a. Naval Activities Destroy when 6 months old.
- b. Marine Corps Activities' Recurring and Non-recurring Reports Destroy when 3 months old.

SSIC 1100-1199

RECRUITING RECORDS

SSIC 1100

GENERAL RECRUITING RECORDS

1. GENERAL CORRESPONDENCE FILES. Records relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, including those concerning the officers' aviation program and direct or service appointments; recruiting reports not specifically authorized for other disposition; and correspondence with civilian committees or organizations or with other activities or offices. (*Exclude primary program ~~manpower~~ correspondence filed under 1000.1*).

Apply para. ~~1000.1 and~~
1000.2.

2. RECRUITING REPORTS. Copies of reports submitted to higher authority and not specifically covered by other authorizations in this manual.

Destroy when 2 years old.

SSIC 1110

RECRUITING ADMINISTRATION AND LOGISTICS RECORDS

1. CORRESPONDENCE AND FORMS. Files relating to support of the Navy Recruiting Command (NAVCRUITCOM) mission.

Destroy when 2 years old.

2. COPIES OF ORIGINAL APPOINTMENTS TO COMMISSIONED OFFICER STATUS IN THE REGULAR AND RESERVE COMPONENTS OF THE NAVY

Destroy when 3 years old.

3. CORRESPONDENCE REGULATING THE ADMINISTRATION OF THE RAP, ORAP, HARP, AND SEMINAR PROGRAMS

Destroy when 3 years old.

SSIC 1111

RECRUITING MANPOWER RECORDS

1. GENERAL CORRESPONDENCE FILES AND SUMMARY RECORDS. Files relating to the ~~overall~~ ^{day to day} development and execution of plans and programs pertaining to manpower including manpower change requests effecting the the establishment, disestablishment, organization, reorganization, and reallocation of assets of NAVCRUITCOM. (*Exclude primary program correspondence filed under 1000.1*).

Apply para. ~~1000.1 and~~
1000.2.

SSIC 1120RECRUITING PLANS AND POLICY RECORDS

1. GENERAL CORRESPONDENCE FILES. Files related to the development of short and long range plans and policies for officer and enlisted procurement in both active and reserve programs. Include papers on resource changes, production monitoring, quota allocation, management information, automated data processing, statistical analysis or recruiting data, recruiting research, and responses to information requests from higher authority, other agencies, or units.

(Exclude primary program records found in par. 1000.1).

2. CASE FILES RELATED TO SPECIFIC SUBJECTS

Apply pars. 1000.1 and 1000.2.
Apply par. 1000.2.

Retain on board. Destroy when 5 years old or when no longer needed for reference, whichever is earlier.

SSIC 1121RECRUITING POLICY RECORDS

1. GENERAL CORRESPONDENCE FILES. Records related to the development and dissemination of recruiting policies to meet Navy's manpower requirements both in quality and quantity for officer and enlisted procurement for the active and reserve programs. Files include responses to information requests from higher authority, other agencies, and correspondence from other recruiting services, the Military Enlistment Processing Command, and Armed Forces Examination and Entrance Stations. (Exclude primary program correspondence filed in par. 1000.1).

2. CASE FILES RELATED TO SPECIFIC SUBJECTS. Delayed Entry Program (DEP), other service veteran recruiting, foreign national recruiting, rating, etc.

Apply par. 1000.1 and 1000.2.

Retain on board. Destroy when 5 years old or when no longer needed reference purposes, whichever is earlier.

SSIC 1122

RECRUITING RESEARCH RECORDS

STUDIES, REPORTS, STATISTICAL DATA.

1. ~~GENERAL CORRESPONDENCE FILES~~ Files related to reports and studies conducted by military and civilian research organizations to gain knowledge of the labor market, trends on target populations which would be beneficial in developing effective marketing strategy, and models to meet Navy's manpower requirements. Files include responses to information requests from higher authority and other agencies or units.

Apply para. 1000.1.

~~a. Specific Subjects. Files, studies, reports, statistical data, etc.~~

Apply par. 1000.1.

2. ~~b. All Other Files~~ GENERAL CORRESPONDENCE FILES. All other files including day to day responses to information requests from higher authority and other agencies or units. SSIC 1123

Destroy when 2 years old.

RECRUITING PROGRAM ANALYSIS RECORDS

FILES CONTAINING HISTORICAL INFORMATION.

1. ~~GENERAL CORRESPONDENCE FILES~~ Files related to establishment, maintenance, and dissemination of historical and current recruiting data used in the management of the Navy's manpower procurement programs. Files include responses to information requests from higher authority and other agencies and units.

a. Files Containing Historical Information. Files that ~~can~~ provide historical data on a year-to-year basis, stored on computer tape, or in paper records.

Apply para. 1000.1. and ~~1000.2.~~

b. All Other Files

Destroy when 1 year old.

2. ALL OTHER RECRUITING DATA PROCESSING RECORDS, SUCH AS HARDWARE, SOFTWARE, CARDS, ETC.

Apply par. 5230.

SSIC 1130RECRUITING OPERATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices.

Destroy when 2 years old.

SSIC 1131OFFICER RECRUITING RECORDS

1. CONTROL CARD RECORDS AND SUMMARY RECORD FORMS. Files showing status of applications and their dispositions.

Retain on board. Destroy when applicant is commissioned or 5 years after applicant is rejected, whichever is earlier.

2. WITHDRAWN OR REJECTED APPLICATIONS FOR COMMISSIONS. Files include those of individuals found disqualified by the local recruiting officer and those forwarded to the Commander, Navy Recruiting Command (COMNAVCRUITCOM) for final action and rejection, and related correspondence and papers.

a. Birth Certificates, Transcripts of College Credit, Letters of Endorsement, and Other Material of Value to the Applicant

Return to the applicant.

b. All Other Documents

Retain on board. Destroy after determination is made by COMNAVCRUITCOM or CMC.

3. CORRESPONDENCE WITH INDIVIDUAL APPLICANTS FOR COMMISSIONS, PROSPECTIVE APPLICANTS, AND OTHER INTERESTED INDIVIDUALS. (Filed alphabetically by name.)

Destroy when ~~6 months~~ ^{2 years old,}
old.

4. OFFICER RECRUITMENT STATUS AND PRODUCTION REPORTS

Destroy when 6 months old.

SSIC 1132

OFFICER RECALL RECORDS

1. GENERAL CORRESPONDENCE AND FORMS. Files pertaining to an applicant for recall to extended active duty from an officer in the inactive naval reserve; specific items would include the officer's Application for Recall to Extended Active Duty (NAVPERS 1331/5), any endorsements and/or attachments thereto, the official Recall Staff Sheet (NAVPERS 1141/5), letters notifying the applicant of the disposition of his/her request, and a copy of the orders recalling him/her to active duty.

Destroy when 2 years old.

SSIC 1133

ENLISTED RECRUITING RECORDS

1. CORRESPONDENCE WITH INDIVIDUALS REQUESTING GENERAL INFORMATION REGARDING ENLISTMENT OR REENLISTMENT IN THE NAVAL SERVICE. (Filed alphabetically by name.)

Destroy when 2 years old.

2. CONGRESSIONAL AND LOW QUALITY RECRUIT REPORTS. Correspondence addressing the specifics of recruiting in individual cases. (Filed alphabetically by name.)

Destroy when 2 years old.

3. PRE-ENLISTMENT AND ENLISTMENT PAPERS FOR ENLISTED PERSONNEL. Correspondence and related papers, including copies of investigations, reports of medical examinations, age or birth certificates,

Cut off when applicant is accepted or rejected.
Transfer to FRC when 1

consents of parents, waivers, police record checks, and other enlistment data or papers. (Official record copies of birth certificates, endorsements, consents of parents, or waivers are to be filed in individuals's official Navy Service Record folder when applicant is rejected, whenever possible.)

year old. Destroy when 4 years old. NCl-24-80-1

4. CARD (SUMMARY) RECORDS OR INDIVIDUAL DATA CARDS OF ACCEPTED AND REJECTED APPLICANTS FOR ENLISTMENT IN THE NAVAL SERVICES



~~Recruiting Station Disestablished~~
Records from a disestablished Recruiting Station.

Forward Navy applicants' cards not yet 5 years old to the Navy Recruiting District or other recruiting station that will assume responsibility for the recruiting program formerly administered by the disestablished activity.

~~Recruiting Station not Disestablished~~
Records ~~add~~ at an active Recruiting Station.

Retain on board. Destroy when 5 years old.

SSIC 1134

ENLISTED RECALL RECORDS

: GENERAL CORRESPONDENCE AND FORMS. Files pertaining to recall to active duty of an enlisted member in the naval reserve; specific items would include Application for Recall to Active Duty (NAVPERS 1306/7), any endorsements or attachments thereto, or official requests and letters notifying the applicant of the final disposition of his/her request.

Destroy when 2 years old.

SSIC 1136RECRUITER TRAINING RECORDS

1. RECORDS OF TRAINING COMPLETED FOR THE PROFESSIONAL DEVELOPMENT OF RECRUITERS. Files other than those maintained in service records.

- a. Recruiters Removed from Recruiting Duty
- b. Recruiters not Removed from Recruiting Duty

Destroy when 1 year old.

Retain on board. Destroy 4 years after tour completion.

SSIC 1137RECRUITING IRREGULARITIES RECORDS

1. CORRESPONDENCE REGARDING RECRUITING IRREGULARITIES. Includes investigations into allegations of recruiting irregularities, letters, messages, and records of trial in which allegations are presented, discussed, and resolved.

- a. COMNAVCRUITCOM Records
- b. Chief of Naval Personnel (CHNAVPERS) Records
- c. All Other Records

Destroy when 6 months old.

Retain on board. Destroy when no longer needed.

Destroy when 2 years old.

SSIC 1140RECRUITING ADVERTISING RECORDS

NGMiller

SSIC 1141

1.

a.

(1) Navy Recruiting publications, many in color, used for various recruiting purposes.

Permanent. Retire to Washington National Records Center, in 5 year blocks when most recent publication is 20 years old.

(2) Photographic file, including color slides.

Disposition Not Authorized.

*er to
ational
ives*

*approved by Mr. Rash, Director, Creative Services Division
696-5168*

1. GENERAL CORRESPONDENCE FILES. Files pertaining to the administration of recruiting advertising programs for officer and enlisted personnel. (*Exclude primary program correspondence filed under 1000.1*).

Apply par. ~~1000.1~~ and 1000.2.

SSIC 1141

RECRUITING ADVERTISING MATERIAL CONTROL RECORDS

1. INVENTORY CORRESPONDENCE FOR EQUIPAGE UNDER THE CONTROL OF RECRUITING ADVERTISING DEPARTMENT (RAD)

a. That Portion of the RAD Item Case File Containing Sample Items of a Historical Nature [see insert]

~~1000.1
Apply par. 1122.1a.~~

b. All Other Correspondence

Destroy when 2 years old.

SSIC 1142

RECRUITING AIDS RECORDS

1. RECRUITING AIDS RECORDS, REPORTS, AND MATERIALS. Files including inventory control cards, status reports, distribution reports, printing orders, survey and expenditure reports, shipping documents, and RAD item "Hotline" request cards.

Destroy when 2 years old.

SSIC 1143

RECRUITING ADVERTISING SYSTEMS RECORDS

1. RECORDS AND REPORTS NOT COVERED UNDER SSIC 4000-4999 AND SSIC 7000-7999. Records such as advertising tracking studies and direct mail fulfillment statistical analysis records.

Destroy when 3 years old.

NGMiller

SSIC 1150

RECRUITING SUPPORT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the overall administration and management of recruiting support programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet filed under par. 1000 1.)

+ which is

Apply par. 1000.2.

2. Agency-sponsored video, motion picture, or other audiovisual productions or material intended for public distribution and recruiting purposes regardless of production source.

a. Preprint materials, masters, originals, negatives, prints, dubbings.

Disposition Not Authorized. (See Chapt. 5).

b. Distribution copies.

Destroy when declared obsolete, replaced by program manager, or purpose is served.

SSIC 1144RECRUITING ADVERTISING OPERATIONS RECORDS

1. CORRESPONDENCE FILES. Files containing project history and approvals in agency reading files, media files, and outgoing and incoming files.

Destroy when 2 years old.

SSIC 1150RECRUITING SUPPORT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the overall administration and management of recruiting support programs. (Exclude primary correspondence filed under para. 1000.1)

Apply para. 1000.1 and 1000.2.

SSIC 1152SEA POWER PRESENTATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence with command and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and government agencies relating to content of presentation and resource materials.

Destroy when 2 years old.

2. REPORTS OF PRESENTATIONS GIVEN. Feeder reports by command and individual members. (Includes both special and periodic reports of Sea Power Presentation Team speaking activity.)

Retain on board. Destroy when 2 years old or when longer needed to maintain chain of continuity in member's file.

3. MEMBERSHIP FOLDERS. File records maintained by program manager and command memberships which include member designations, membership lists, feeder reports, copies of CNO certificates of merit, and other pertinent correspondence.

Retain on board. Destroy 2 years after active period of membership.

NGMiller

SSIC 1152

4. PRESENTATION SCRIPTS, SLIDES, AND PUBLICATIONS. Materials which constitute the expository and background resources of the program.

a. Original File Copies Retained by Program Manager

Retain on board. Offer two sets of slides with script for each old, new or updated presentation to the National Archives. Continue to offer two sets of each new and/or updated presentation ~~on an annual basis~~. Retain one additional set on board . Destroy when no longer needed for research.

ok'd by Mr Ken Robinson
Head, Research Branch
696-4469

↑
in 5 year blocks.

4. PRESENTATION SCRIPTS, SLIDES, AND PUBLICATIONS. Materials which constitute the expository and background resources of the program.

a. Original File Copies Retained by Program Manager

see typed insert
~~Retain on board. Destroy when no longer needed for research.~~

b. All Other Copies

Retain on board. Destroy when superseded or declared obsolete by the Director, Sea Power Presentation Program.

5. OFFICIAL NAVY AND DOD REQUIREMENTS AND SECURITY REVIEWS FOR SLIDE PRESENTATIONS, FILMS, AND PUBLICATIONS

Retain on board. Destroy after declassification or destruction of presentation, film, or publication to which it applies.

SSIC 1153

RECRUITING SUPPORT PROGRAM DEVELOPMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the development of recruiting support programs with sports celebrities including racing, basketball, baseball, and soccer. Files include papers relating to the administration of the programs. (*Exclude ~~films~~ primary program correspondence filed under para. 1000.1*).

Apply para. ~~1000.1~~ and 1000.2.

SSIC 1154

RECRUITING SUPPORT AUDIO/VISUAL RECORDS

1. GENERAL CORRESPONDENCE. Reports and other paperwork related to audio-visual, still photographic, and graphic arts matters including

Destroy when 2 years old.

NGMiller

SSIC 1154

AUDIOVISUAL RECORDS: *Agency*

5. ~~MOTION PICTURE FILMS.~~ Agency or COMNAVCRUITCOM sponsored motion picture, video, or other audiovisual productions or materials intended for public distribution and recruiting purposes regardless of production source.

- a. Preprint materials, masters, originals, negatives, prints, dubbings.

Disposition Not Authorized. (See Chapt. 5).

- b. Distribution copies.

Destroy when declared obsolete, replaced by program manager, or purpose is

served

project arrangements, requests for service, local bid solicitation and response, and feeder reports to higher authority. (See also pars. 5290-5299.)

2. STILL PHOTOGRAPHIC AND GRAPHIC ART PRODUCTS. Materials which are acquired or prepared for use in recruiting,

a. Original Copies of Art Work, ^{art work for Posters} Still Photo Projects and Slide Presentations Retained by Project Manager as well as 2 copies of each printed poster

b. All Others

3. MOTION PICTURE PROGRAM GENERAL CORRESPONDENCE. Residual paperwork and feeder reports including film proposals, submission for Navy annual motion picture program, collection of film usage data, and requests for film activation, printing, distribution, and other services.

4. MOTION PICTURE PROGRAM CONTRACT AND RELATED CORRESPONDENCE. Correspondence and reports related to script development and review, talent releases, certificates of contract fulfillment, other information on contract performance, and all final scripts.

5. MOTION PICTURE FILMS. ~~Films distributed for enhancement of recruiting under auspices of COMNAVCRUITCOM, regardless of production source.~~

[see insert]

OKed by Mr W. M. Mose.
Head, Audiovisual Branch
696-4800

Retain on board. ~~Destroy when no longer needed for research.~~ Refer to the National Archives when 3 years old. Retain on board. Destroy when purpose is served.

Destroy when 3 years old.

~~Apply par. 4200.~~
Disposition Not Authorized
(See Chapt. 5).

~~Retain on board. Destroy when declared obsolete, replaced by program manager, or purpose is served. (Program manager to provide instructions on a case by case basis.)~~

SSIC 1155

RECRUITING SUPPORT FLEET/COMMUNITY LIAISON RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO RECRUITING SUPPORT PROGRAMS AS SPECIFIED. Navy-related organizations, port visits, minority convention plans, exhibit programs, air transportation, Navy performance teams, and aircraft static displays. (Exclude primary program correspondence filed under para 1000.1).

Apply para. ~~1000.1~~ and 1000.2.

SSIC 1156

RECRUITING SUPPORT EDUCATOR LIAISON RECORDS

1. GENERAL CORRESPONDENCE FILES. Files related to the administration and management of the educator liaison program including correspondence with civilian education agencies.

Destroy when 2 years old.

2. CAMPUS LIAISON OFFICER RECORDS. Files showing history of individual officers in the program.

Retain on board. Destroy 1 year after separation of officer from the Campus Liaison Officer Program or after officer's retirement from the naval reserve, whichever is earlier.

SSIC 1160

ENLISTMENTS AND EXTENSIONS RECORDS

1. COPIES OF DAILY REPORTS OF ENLISTMENTS AND INDUCTIONS (NAVMC 5022a-PD)

Destroy when 3 months old.

SSIC 1170

SELECTIVE SERVICE, CONSCRIPTION, AND DEFERMENT RECORDS

1. MILITARY STATUS OF INDIVIDUALS (SUCH AS DD-44). (Copies Only. Originals are submitted to Selective Service Administration.)

Destroy when 2 years old or upon separation of

individual, whichever is earlier.

SSIC 1200-1299

CLASSIFICATION AND DESIGNATION RECORDS

SSIC 1200

GENERAL CLASSIFICATION AND DESIGNATION RECORDS

1. SELECTION PUNCHED CARDS SHOWING NAME, SOCIAL SECURITY NUMBER, CLASSIFICATION, ETC.

Retain on board. Destroy after qualification runs or check listings are prepared.

2. QUALIFICATION RUNS OR CHECK LISTINGS. Items prepared from selection punched cards.

Destroy when 1 year old.

CLASSIFICATION AND DESIGNATION SSIC 1210-1219

OFFICER RECORDS

THE RECORDS IN THIS (1210-1219) SERIES ARE RELATED TO OFFICER CLASSIFICATION AND DESIGNATION RECORDS AND INCLUDE OFFICER BILLET CLASSIFICATION CODES AND BILLET DESCRIPTIONS, DESIGNATOR CODES, QUALIFICATION CODES, AND SUBSPECIALTY CODES RECORDS.

SSIC 1210

OFFICER RECORDS

1. GENERAL CORRESPONDENCE FILES

Destroy when 2 years old
or purpose is served,
whichever is earlier.

2. ANNUAL AND OFFICER QUALIFICATIONS QUESTIONNAIRES (SUCH AS NAVPERS 1210/2 AND 1210/5)

~~Apply par. 1210.1.~~
*Destroy when 2 years old
or purpose is served, whichever
is earlier.*

SSIC 1220ENLISTED RECORDS

1. CLASSIFICATION RECORDS. Files used for obtaining qualification and classification data for individual enlisted personnel.

Retain on board. Destroy
after NAVPERS 1070/603 is
completed and filed in
the enlisted service
record. (par. 1070.1).

2. ENLISTED EVALUATION WORKSHEETS

Retain on board. Destroy
after the enlisted
evaluation report is
filed in the enlisted
service record. (par. 1070.1).

ENLISTED EVALUATION REPORTS

a. Individual Reenlists Immediately After Discharge

Transfer to new service
record.

b. Individual is Separated from the Service

Destroy after individual
is separated from the
service.

SSIC 1221CLASSIFICATION CODES AND BILLET DESCRIPTIONS RECORDS

1. GENERAL CORRESPONDENCE FILES

Destroy when 2 years old
or purpose is served,
whichever is earlier.

2. NAVAL ENLISTED CLASSIFICATION (NEC) CHANGE RECOMMENDATIONS.
(Exclude copies which become part of the official service record.)

Destroy when 2 years old.

SSIC 1223RANK, RATE, OR RATING STRUCTURE RECORDS1. GENERAL CORRESPONDENCE FILES. *General information relating to military personnel occupational specialties which encompasses related aptitudes, training, experience, knowledge and skills, as well as pay grade structures within a rating.*

Destroy when 2 years old,
or when purpose is
served, whichever is
earlier.

SSIC 1230TESTING AND INTERVIEWING RECORDS

1. INTERVIEWERS' APPRAISAL SHEETS

Retain on board. Destroy
after selection or non-
selection to program in
which applied.

2. EXAMINATION ANSWER OR SCORE SHEETS FOR CLASSIFICATION TEST

Retain on board. Destroy
6 months after recorded
in enlisted service
record.

3. REENLISTMENT INTERVIEW REPORTS

a. Reenlistment Interview Sheet

Retain on board. Destroy
after separation or

reenlistment of
individual interviewed.

Retain on board. Destroy
6 months after separation
or release from active
duty.

b. Career Counselor Record

TESTING AND INTERVIEWING

SSIC 1231

OFFICER RECORDS

1. GENERAL CORRESPONDENCE FILES. *General information on the testing and interviewing of ~~officer~~ personnel for purposes of classification and designation.*

Destroy when 2 years old
or when purpose is
served, whichever is
earlier.

TESTING AND INTERVIEWING

SSIC 1236

ENLISTED RECORDS

1. GENERAL CORRESPONDENCE FILES. *General information on the testing and interviewing of enlisted personnel for purposes of classification and designation.*

Destroy when 2 years old
or when purpose is
served, whichever is
earlier.

SSIC 1300-1399

ASSIGNMENT AND DISTRIBUTION RECORDS

SSIC 1300

GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS

(ENLISTED PERSONNEL
ASSIGNMENT DOCUMENTS (EPADS),

1. CORRESPONDENCE AND RELATED PAPERS ~~(EPADS)~~ STANDARD TRANSFER ORDERS (STO'S) AND SPEEDLETTER ORDERS)

Destroy when 2 years old.

2. INTRA-ACTIVITY ASSIGNMENT RECORDS FOR OFFICER AND ENLISTED PERSONNEL

Destroy when 2 years old or when service member is detached, whichever is earlier.

3. NAVAL RESERVE ASSIGNMENT ORDERS. (Exclude official copies filed in the officer service record.)

Retain on board. Destroy after assignment is terminated.

4. MARINE CORPS STRENGTH AND DISTRIBUTION AND ROSTER REPORTS. Copies of reports, such as monthly reports of strength and distribution, reports of commissioned and enlisted personnel, and semi-monthly duty rosters of officer and enlisted personnel.

Destroy when 1 year old.

SSIC 1301

OFFICER RECORDS

1. COPIES OF OFFICER DISTRIBUTION CONTROL REPORTS (NAVPER 1301/5). The report shows active duty officer assignments, is prepared by the CHNAVPER, and is furnished monthly to activities.

2 years is correct
6? GAO

a. Verified or Corrected Copies

Destroy when 2 years old.

b. All Other Copies

Destroy after 1 month, when superseded, or when no longer needed for reference, whichever is earliest.

ASSIGNMENT AND
DISTRIBUTION

SSIC 1306

ENLISTED RECORDS

1. GENERAL CORRESPONDENCE FILES. *General information on the assignment and distribution of enlisted personnel.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

2. ENLISTED PERSONNEL ACTION/DUTY PREFERENCE FORMS. (Exclude copies which become part of the official service record.)

Destroy when 2 years old.

SSIC 1320-1329

ORDERS TO PERSONNEL RECORDS

SSIC 1320

ORDERS TO PERSONNEL RECORDS

1. OFFICER AND ENLISTED PERSONNEL. Transfer, duty, flight, training, and other orders. (See par. 1900.2 for separation orders and par. 1570.2 for reserve personnel training duty orders.)

Destroy when 2 years old.

2. INTRA-SHIP OR STATION DUTY ORDERS AND DETAIL ASSIGNMENTS OR REASSIGNMENTS AND RELATED CARD, LOG, ROSTER, OR OTHER LOCAL CONTROL RECORDS

Retain on board. Destroy when superseded, when individual is transferred, or when individual is reassigned, whichever is earliest.

3. REASSIGNMENT OR DETACHMENT CLEARANCE SLIPS FOR OFFICER AND ENLISTED PERSONNEL

Retain on board. Destroy 6 months after individual is detached or reassigned.

SSIC 1330PERSONNEL REQUESTS RECORDS

1. GENERAL CORRESPONDENCE FILES. *General inquiries and correspondence relating to requests for personnel actions filed by military personnel.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1331OFFICER REQUESTS RECORDS

1. GENERAL CORRESPONDENCE FILES. *Documents and related papers on personnel requests filed by officers.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

2. APPLICATION FOR RECALL-EXTENDED ACTIVE DUTY. (Exclude copies which become part of the official service record)

par. 1070.1

Destroy when 2 years old.

SSIC 1336ENLISTED REQUESTS RECORDS

1. GENERAL CORRESPONDENCE FILES. *Documents and related papers on personnel requests filed by enlisted personnel.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1400-1499PROMOTION AND ADVANCEMENT RECORDS

SSIC 1400GENERAL PROMOTION AND ADVANCEMENT RECORDS

- | | |
|--|--|
| 1. GENERAL CORRESPONDENCE FILES. Files relating to the promotion and advancement of naval personnel. (<i>Exclude primary program correspondence filed under 1000.1</i>), | Apply pars. 1000.1 and 1000.2. |
| 2. RECOMMENDATIONS FOR PROMOTIONS OR ADVANCEMENT IN RATING AND RELATED CARD OR OTHER PROGRESS RECORDS | Retain on board. Destroy 6 months after promotion, advancement, or denial thereof. |
| 3. SCREENING FORMS AND REPORTS FOR PROMOTING OR ADVANCING PERSONNEL | Retain on board. Destroy 6 months after promotion, advancement, or denial thereof. |
| 4. NAVAL EXAMINING CENTER RECORDS | |
| a. <u>Statistical Data</u> | Retain on board. Destroy when 5 years old. |
| b. <u>Reports of Investigations.</u> Reports other than district intelligence offices studies that are to be returned to appropriate district intelligence offices upon completion of requirements for studies. | Retain on board. Destroy when 5 years old. |
| c. <u>Cards and Reports.</u> Shipping trends reports and related card or other records. | Destroy when 3 years old or when compilations are prepared, whichever is earlier. |
| d. <u>Accounting Summary Reports of the Naval Examining Center.</u> Complete accountings for each examination series. Include close-out reports (final accounting reports for examination series), shipping cut off reports (reports of examinations shipped and number burned), and printers' reconciliation statements (reports balancing receipts and reorders against total shipped and burned). | Destroy when 2 years old or when compilations are prepared, whichever is earlier. |

e. Summary Compilations and Reports of 1400.4c and 1400.4d

Retain on board. Destroy when 5 years old.

SSIC 1401SELECTIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. *Correspondence generated by selection process not specifically covered by under SSIC 1400.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

2. SAMPLE MICROFICHE OF FITNESS REPORTS AND A SUMMARY OF THE MICROFICHE (APPROX 10 RECORDS PER BOARD). Those held specifically for the use of special promotion selection boards including written communications to the board by officers whose records are also retained in the summary.

Retain on board. Destroy when 7 years old or when no longer needed, whichever is earlier.

SSIC 1402SELECTION BOARDS' RECORD OF PROCEEDINGS RECORDS (RESERVED)SSIC 1410REQUIREMENTS AND QUALIFICATIONS RECORDS

1. REQUESTS TO BE EXAMINED FOR RATINGS, WITH RECOMMENDATIONS

Retain on board. Destroy 6 months after promotive advancement, or denial thereof.

2. REQUESTS FOR EXAMINATIONS TO ENTER THE MILITARY ACADEMY PREPARATORY SCHOOL

Destroy when 1 year old

3. ROSTERS OF GRADES MADE ON QUALIFYING EXAMINATIONS

a. Rosters for Naval Academy Entrance Examinations

Retain on board. Destroy when 5 years old.

b. Rosters for Interim and Other Qualifying Examinations

Destroy when 1 year old.

4. EXAMINATION PAPERS AND ANSWER SHEETS. (See paragraph 1531.4 for Naval Academy entrance tests. See also paragraph 1418.1 for enlisted examination score sheets.)

Retain on board. Destroy 30 days after examination or when graded or scored, provided grade or score has been recorded on appropriate document.

5. PHYSICAL EXAMINATION AND FITNESS QUALIFICATION RECORDS. (See also par. 6150.)

Apply par. 1070.12.

SSIC 1412

OFFICER QUALIFICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. ~~(See also par. 1410.)~~ *Records which relate to the internal operation and routing administration of officer qualifications ^{matters} and which are not specifically listed in SSIC 1410.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1414

ENLISTED QUALIFICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. ~~(See also par. 1410.)~~ *Records which relate to the internal operation and routing administration of enlisted qualifications matters and which are not specifically listed in SSIC 1410.*

Destroy when 2 years old or when purpose is served, whichever is earlier.



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

April 12, 2001

Memo for the Record

Subject: Missing pages in N1-NU-86-1

Pages 41 and 42 (III-1-41 and III-1-42) are missing from the official job dossier. I have checked with NWMWA, NWMD, and NR as well as Navy, and no other copy of the job could be located.

As a result, I am placing into the job dossier a three-page excerpt (III-1-42, III-1-43, and III-1-44) that includes the missing schedule material. This excerpt is from SECNAVINST 5212.5C (dated September 27, 1988), which is the published version reflecting the results of N1-NU-86-1, which was signed by N on March 22, 1988, and was closed on April 27, 1988.

Richard A. Wire
Appraisal Archivist
Life Cycle Management Division (NWML)
Office of Modern Records Programs

SECNAVINST 5212.5C CH-1
27 SEP 1988

See III-1-40 in NI-NU-86-1

SSIC 1412

OFFICER QUALIFICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Records which relate to the internal operation and routine administration of officer qualifications matters and which are not specifically listed under SSIC 1410.

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1414

ENLISTED QUALIFICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Records which relate to the internal operation and routine administration of enlisted qualifications matters and which are not specifically listed under SSIC 1410.

Destroy when 2 years old or when purpose is served, whichever is earlier.

2. PERSONNEL ADVANCEMENT REQUIREMENT (PAR). (Exclude copies which become part of the official service record filed under paragraph 1070.1.)

Destroy when 2 years old.

SSIC 1416

OFFICER EXAMINATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence relating to officer examinations not specifically filed under SSIC 1410.

Destroy when 2 years old or when purpose is served, whichever is earlier.

III-1-41 & 42
[Replacement for missing page(s) in NI-NU-86-1]

SSIC 1418ENLISTED EXAMINATIONS RECORDS

1. ENLISTED EXAMINATION SCORE SHEETS

Retain on board. Destroy after scoring or other processing actions have been completed and the score has been recorded on service record book pages or other appropriate record.

2. CLASSIFICATION TESTING RECORDS

Retain on board. Destroy 6 months after recorded in enlisted service record filed under par. 1070.1.

3. RECRUIT TRAINING TEST RECORDS

Apply par. 1510.

4. OTHER ENLISTED STUDENTS' EXAMINATION PAPERS OR ANSWER SHEETS TO EXAMINATION PAPERS

Retain on board. Destroy 30 days after examination or when graded or scored, provided grade or score has been recorded on appropriate document.

SSIC 1420PROMOTIONS RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO THE PROMOTION OF OFFICERS ON ACTIVE DUTY. Files include the review of applications because of removal or failure of selection, replies to individual letters regarding nonselection, correspondence with various naval activities, endorsement letters to selection boards, officers slated for promotion, and other similar matters.

Destroy when 2 years old.

III-1-43

[Replacement for missing pages III-1-41 & 42 in NI-MU-86-1]

SECNAVINST 5212.5C CH-1
27 SEP 1988

[Replacement See missing pages III-1-41 & 42 in NI-NU-86-1]

2. SELECTION BOARDS REPORTS AND RECORD OF PROCEEDING. Files consist of originals of precepts convening the selection boards and originals of the reports of proceedings initiated by the CMC, CHNAVPERS, and COMNAVMILPERSCOM, and retained by Office of the JAG.

Cut off annually. Transfer to WNRC when 4 years old. Destroy when 75 years old.

SECNAVINST 5212.5C CH-1
27 SEP 1988

SSIC 1421

TEMPORARY PROMOTIONS RECORDS

1. OFFICER'S PROMOTION HISTORY RECORDS. Navy officer's precedence record, maintained by NAVMILPERSCOM, provides a record of temporary promotion of officers.

a. Regular Naval Officers Who are Retired from Active Duty or Revert to Enlisted Status

Retain on board. Destroy when 5 years old.

b. Naval Reserve Officers on Inactive Duty or Regular Navy Officers Who are Discharged, Dismissed, or Resign their Commission

Transfer to NPRC (MPR), 9700 Page Blvd, St. Louis, MO 63132, when 10 years old. Destroy when 35 years old.

c. Officers Precedence Records

(1) Paper copies

Retain on board. Destroy when microfilmed and film is verified for accuracy and completeness.

(2) Master microfilm negatives of officer precedence record

Retain on board. Destroy when no longer needed.

2. TEMPORARY APPOINTMENTS FOR ACTIVE DUTY AND INACTIVE DUTY PERSONNEL

a. Originals

See III-1-43 in NI-NU-86-1

Forward to COMNAVMILPERSCOM. Destroy when microfilmed and film is verified for accuracy and completeness.

c. Officers Precedence Records

(1) Paper copies

Retain on board. Destroy when microfilmed and film is verified for accuracy and completeness.

(2) Master microfilm negatives of officer precedence record

Retain on board. Destroy when no longer needed.

2. TEMPORARY APPOINTMENTS FOR ACTIVE DUTY AND INACTIVE DUTY PERSONNEL

a. Originals

Forward to COMNAVMILPERS-COM. Destroy when microfilmed and film is verified for accuracy and completeness.

b. Microfilm Master Negatives Retained by the NMPC

Retain on board. Destroy when no longer needed.

c. Copies Submitted (in lieu of certain pay record order vouchers) to Disbursing Officer Servicing the Reporting Activity

See par. 7220.1.

d. Local Service Record Copy

Retain with service record.

e. Preparing Activity's Copy

Destroy when 2 years old.

SSIC 1426PERMANENT PROMOTION RECORDS1. OFFICER PROMOTIONS HISTORY RECORD. Navy officer's precedence record, maintained by ~~NMPC~~, provides a record of permanent promotion of officers.

NAV MILPERSCOM

Apply par. 1421.1.

2. ACCEPTANCE AND OATH OF OFFICE FOR ACTIVE DUTY AND INACTIVE DUTY OFFICERS

a. Original Copy

Retained by the appointee.

b. NMPC Copy

Retain on board. Destroy when microfilmed and film is verified for accuracy and completeness.

c. Microfilm Master Negatives of Copy Maintained by CHNAVPERS

Retain on board. Destroy 5 years after individual is released from active duty, discharged, or retired, whichever is earliest.

d. Preparing Activities Copies

Destroy when 2 years old.

SSIC 1427

RANK AND PRECEDENCE RECORDS

1. OFFICER PROMOTION HISTORY RECORD. Officer Precedence Record (NAVPERS 1430/3) maintained by the NMPC provides a chronological record of regular and reserve officers rank and precedence.

Apply par. 1421.1.

NAVMILPERSCOM

SSIC 1430

ADVANCEMENT IN RATE OR RATING RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO ADVANCEMENTS OF RECRUITS

Destroy when 1 year old.

2. REQUESTS TO BE EXAMINED FOR RATING, WITH RECOMMENDATIONS

Retain on board. Destroy 6 months after promotion, advancement, or denial thereof.

3. REPORTS OF EXAMINATION FOR ADVANCEMENT OR CHANGE IN RATING

Retain on board. Destroy 6 months after promotion, advancement, or denial thereof.

SSIC 1440CHANGES IN RANK, RATE, OR RATING RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO CHANGES IN RANK, RATE, OR RATING

Destroy when 1 year old.

2. REQUESTS FOR CHANGES IN RANK, RATE, OR RATING WITH RECOMMENDATIONS, ENDORSEMENTS, AND ATTACHMENTS THERETO

Destroy when 2 years old.

3. REPLIES TO AND/OR REPORTS ON REQUESTS FOR CHANGES IN RANK, RATE, OR RATING

Destroy when 2 years old.

4. APPEALS RELATING TO REDUCTIONS IN RANK, RATE, OR RATING

Destroy when 2 years old.

SSIC 1450REDUCTIONS IN RANK, RATE, OR RATING RECORDS

Apply par. 1440.

SSIC 1500-1599TRAINING AND EDUCATION RECORDS

SSIC 1500

GENERAL TRAINING AND EDUCATION RECORDS

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see

1. PRIMARY PROGRAM RECORDS. Records relating to the overall organization, development, policy, planning, management and administration of military personnel training and education programs, including the establishment, approval and revision of courses and curricula, the evaluation of methods, and the results of instruction. Included are the CNET central subject correspondence files, other CNET official files, CNET Instructions and Directives Case Files, the Secretary of the Navy's Advisory Board on Education and Training (SABET) Files created by the Principal Civilian Advisor on Education and Training, program managers or division directors subject reference files containing memoranda, minutes, etc. not captured in the CNET central subject files. Also included are school publications and overall statistical data. Records are accumulated by the Chief of Naval Education and Training, NMPC, HQMC, and by individual schools and training institutions. (See also SSIC 1552.1a , Primary Program training publications.) (EXCLUDE RECORDS OF THE NAVAL WAR COLLEGE, THE ARMED FORCES STAFF COLLEGE, AND THE NAVAL ACADEMY COVERED UNDER SSICs 1500.10a, 1520, AND 1531).

PERMANENT. Transfer to FRC when no longer required for research or reference. Offer to NARA when 20 years old.

2. ADMINISTRATIVE RECORDS. Records relating to the day-to-day administration and operation of educational and training institutions. Included are syllabi, lesson plans, instructional material, class lists and rosters, schedules, correspondence with or about individual personnel, instructors reports, attrition reports, and other records. Records are accumulated primarily at individual schools and training institutions. (EXCLUDE RECORDS OF THE NAVAL WAR COLLEGE, THE ARMED FORCES STAFF COLLEGE, AND THE NAVAL ACADEMY)

Retain on board. Destroy when superseded, obsolete, or needed for reference, except for course materials accumulated by the Marine Corps Institute relating to correspondence courses which should be retired to nearest FRC 4 years after supersession and destroyed 10 years after transfer to FRC.

SSIC 1500

GENERAL TRAINING AND EDUCATION RECORDS

1. PRIMARY PROGRAM RECORDS. That portion of the general correspondence files and other records maintained by the organizations listed below that document the overall management and organization, planning, procedural development, and accomplishments of military personnel training and education programs. (Exclude administrative and operational records covered by pars. 1500.2, 5000.2, and 5000.3.)

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500.2

a. Chief of Naval Education and Training (CNET), NMPC, and HQMC

Permanent. Transfer to FRC when no longer required for research or reference. Offer to NARA when 20 years old.

b. Headquarters Naval Education and Training Command Functional Commanders, Navy Field Commands, and Marine Corps Field Activities

Retain on board. Destroy when no longer required for research or reference.

c. Records of Navy and Marine Corps Schools and Other Academic Installations or Departments. (Other than training activities covered in subpars. 1500.1d, e, and f.)

(1) Histories of academic training activities at the installations only (consisting of class standing and school rosters and 1 copy of school publications).

(a) Marine Corps Schools, Quantico, VA

Permanent. Retain on board. Transfer to WNRC upon diestablishment. Offer to NARA when 20 years old.

(b) All other schools

(2) Training syllabus, original course materials, school curricula, and similar material pertaining to overall training programs, and summary academic and faculty board reports not submitted to higher authority.

(3) Other correspondence files

d. Naval Training Centers in Great Lakes, Orlando, and San Diego and other Naval Centers, Including Naval Reserve Training Center

e. Marine Corps Institute. Original course materials for correspondence courses. (See par. 1500.7 for student records.)

f. Naval War College (NAVWARCOL), Armed Forces Staff College (AFSC), and Naval Academy

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of all training activities other than these covered in par. 1500.1. Include files of training offices, centers, activities, naval schools, and of departments or other organizational units, relating to the operations and performance of their training and educational functions. (See also par. 1533 for Naval Reserve Officer Training Corps (NROTC) records.) Files also consist of correspondence and other documents relating to curricula planning and changes in curricula; student quota records, service school data; correspondence with interested parties in regard to naval training schools, courses, or other educational facilities; reports, such as student and instructors' reports, attrition reports, training duty progress

Permanent. Retain on board. Transfer to NPRC (MPR) upon disestablishment. Offer to NARS when 20 years old.

Retain on board. Destroy when no longer needed for research or reference.

Apply par. 1500.2.

Retain on board. Destroy when no longer needed for research or reference.

Transfer to nearest FRC 4 years after superseded or obsolete. Destroy 10 years after transfer.

Apply pars. 1500.10a, 1520, and 1531.

Destroy when 2 years old.

covered by other authorizations in this manual. Include records relating to postgraduate in-service training and other records relating to the internal operation and administration of the training function.

3. PERIODIC REPORTS OF EDUCATIONAL SERVICES FUNCTIONS. (See also par. 1560.1.)

Destroy when 2 years old.

4. ATTENDANCE RECORDS FOR INDIVIDUAL COURSES

Retain on board. Destroy after completion of training course.

5. MONTHLY REPORTS OF STUDENTS ON BOARD

Destroy when 1 year old.

6. DAILY OPERATIONS SHEETS, LOGS, OR OTHER RECORDS USED AS OFFICE AIDS FOR LOCAL PURPOSES ONLY

Destroy when 1 year old, upon separation or transfer of individual, or after completion of training courses, whichever is earlier.

7. ENROLLMENT AND PROGRESS RECORDS. Files pertaining to individual students including training (case) folders for individual students when used. Consist of records documenting individual student's progress and related material such as enrollment and disenrollment papers, biographical data, records of past service or assignments, reports of unauthorized absences, instructors' remarks, copies of authorizations for training duty, conduct and minor disciplinary reports from academic authorities concerning failings, and other records used for local purposes only. (Exclude student's official record cards showing grades and completion of courses covered in par. 1500.9.)

Retain on board. Destroy after completion of training, transfer, or discharge provided required data has been recorded in individual's service record or on student's record card.

8. APPLICATIONS OR REQUEST FOR ENROLLMENT IN TRAINING COURSES OR SCHOOLS. (Exclude those covered in par. 1500.7.)

Destroy when 1 year old or action is completed, whichever is earlier.

9. STUDENT'S EXAMINATION RECORDS

a. Student's Examination Papers or Answer Sheets to Examination Papers. (See also pars. 1418 and 1510.3a.)

Destroy when 1 month old, graded and grades have been recorded on student's official record cards, or at the expiration of the class, whichever is earlier.

b. Periodic Daily, Weekly, or Other Mark Slips, Cards, or Lists Summarized at End of Course

Destroy when recorded or summarized in recorded term or course graded, as appropriate.

10. GRADUATION REPORTS, CLASS STANDINGS, OR ACADEMIC GRADE ROSTERS. Lists or other records showing grades made on examination and/or class standings.

a. Records of the ~~Naval Academy~~, NAVWARCOL, Armed Forces War College (AFWC), and the AFSC (*Naval Academy records - see par. 1531.2*)

Permanent. Transfer to WNRC when no longer needed for local reference. Offer to NARA 20 years after transfer.

b. All Other Records

Destroy when 1 year old or information has been recorded in student's official record, whichever is earlier.

11. REGULAR AND RESERVE TRAINING PROGRAM REPORTS. Files and related papers that are not specifically covered by other authorizations in this chapter. Include training program reports such as Navy and Marine air program summary reports.

- a. Summary or Composite Reports. One copy of each report prepared by CNET, CNAVRES, or other major training commands. Retain on board. Destroy when no longer needed for reference.
- b. All Other Reports. Include copies of reports submitted to higher authority. Destroy when 2 years old.
12. ANNUAL RETURN OF BOOKS BY ROTC AND REGULAR OFFICER STUDENTS Destroy when 1 year old.
13. QUESTIONNAIRES OR SIMILAR RECORDS. Correspondence, forms, and related papers completed by students or others for evaluating program courses or schools. Destroy when 1 year old or when data becomes obsolete as result of summarization or other utilization for statistical or other training purposes, whichever is earlier.
14. FLIGHT TRAINING REPORTS SUBMITTED TO THE CHIEF OF NAVAL AIR TRAINING (CNATRA)
- a. Flight Training Reports. Files containing data such as student input, attrition, completion, instructor and aircraft availability, and flight hour data summary reports containing data relating to personnel categories, aircraft hours flown, aircraft in custody, and utilization of training facilities. Destroy when 2 years old.
- b. Summary Flight Training Reports. Files prepared and maintained by CNATRA from training activities. Retain on board. Destroy when no longer required for research or reference.
15. LOCAL (CARD OR OTHER) RECORDS OF APPLICATIONS FOR COURSES (SUCH AS CORRESPONDENCE COURSES) OR OTHER TRAINING
- a. Records of Application for Marine Corps Institute Correspondence Courses

- | | |
|---|---|
| (1) Marine Corps Institute records | Retain on board. Destroy when purpose is served. |
| (2) Other activity's records | Destroy when 3 years old. |
| b. <u>Application for Other Courses</u> | Destroy when 6 months old or purpose is served, whichever is earlier. |

SSIC 1510

ENLISTED TRAINING RECORDS

- | | |
|---|---------------------------|
| 1. GENERAL CORRESPONDENCE RECORDS. Files relating to training of enlisted recruits and recruit training reports not specifically covered by other authorizations in this chapter. (Exclude primary program records covered in par. 1500.1.) | Destroy when 2 years old. |
| 2. RECRUIT TRAINING RECORDS | |
| a. <u>Forming Data of Recruit Companies</u> . Data include company rosters, recruit company logs, instructors logs, and records of required subjects. | Destroy when 1 year old. |
| b. <u>General Correspondence Files</u> . Files relating to examining for advancement in rating, applications for commissions, or educational courses. | Destroy when 1 year old. |
| 3. TEST RECORDS | |

SSIC 1511

NUCLEAR POWER TRAINING (SUB) RECORDS-ENLISTED

1. PRIMARY PROGRAM RECORDS. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.

A. PERMANENT. See par. 1000.1. (Master copies of machine readable records must conform to standards set by NARA).

B. Reference Copies. Retain on board. Destroy when 10 years old.

2. GENERAL CORRESPONDENCE. Records relating to the routine, day-to-day administration and operation of these programs.

~~a. Housekeeping records.~~

Destroy when no longer needed or when 2 years old which ever is sooner.

~~3. b. Reference copies.~~

~~Retain on board. Destroy when 10 years old.~~

- a. Answer Sheets of Selection Tests and Test Musters Destroy when 6 months old, provided scoring and other processing actions have been completed.
- b. Reports of Administration of Recruit Training Examinations Destroy when 6 months old.
- c. Physical Fitness, Strength, and Swimming Test Records
(See also par. 1070.12.)
- (1) Enlisted recruits' records Destroy when 2 years old.
- (2) All other records Destroy when 1 year old.
4. IN-SERVICE TRAINING PROGRAM RECORDS. General correspondence files and related records pertaining to in-service training for enlisted personnel. Destroy when 2 years old.

SSIC 1511NUCLEAR POWER TRAINING (SUB) RECORDS - ENLISTED

^{int} 1. GENERAL CORRESPONDENCE FILES. Files and other records maintained to document overall management and organization, procedural development, and accomplishment of these programs.

a. Original Paper Copies

[see insert]

Retain on board. Destroy when essential data is transferred to magnetic tape and verified for accuracy and completeness.

b. Magnetic Tape

SSIC 1512NUCLEAR POWER TRAINING (SURFACE) RECORDS-ENLISTED

1. PRIMARY PROGRAM RECORDS. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.

^A PERMANENT. See par. 1000.1. (Master copies of machine readable records must conform to standards set by NARA).

B. Reference copies Retain on board. Destroy when 10 years old.

2. GENERAL CORRESPONDENCE. Records relating to the routine, day-to-day administration and operation of these programs.

a. Housekeeping records.

Destroy when no longer needed or when 2 years old which ever is sooner.

~~b. Reference copies.~~

~~Retain on board. Destroy when 10 years old.~~

(1) Master copies that conform to standards set by NARA

Apply pars. 1000.1 and
1000.2.

(2) Reference copies

Retain on board. Destroy
when 10 years old.

SSIC 1512

NUCLEAR POWER TRAINING (SURFACE) RECORDS - ENLISTED

~~1. GENERAL CORRESPONDENCE FILES. Files and other records that document overall management and organization, procedural development, and accomplishment of these programs.~~

~~Apply par. 1511.~~

[see insert]

SSIC 1513

RECRUIT TRAINING RECORDS

1. FORMING DATA OF RECRUIT COMPANIES. Data include company rosters, recruit company logs, instructors' logs, and records of required subjects completed.

Destroy when 1 year old.

2. GENERAL CORRESPONDENCE FILES. Files relating to examining recruits for advancement in rating, applications for commissions, or educational courses and schools.

Destroy when 1 year old.

SSIC 1514

RATING TRAINING RECORDS

1. GENERAL CORRESPONDENCE FILES

Destroy when 1 year old
or no longer needed,
whichever is earlier.

SSIC 1520OFFICER TRAINING RECORDS

1. ACTIVITIES' GENERAL CORRESPONDENCE FILES RELATING TO OFFICER TRAINING. (Exclude primary program correspondence filed under 1500.1)

Apply pars. 1500.1 and 1500.2. *MMW*

ARMED FORCES STAFF COLLEGE
2. AFSC RECORDS

Naval Advisory
a. Primary Program Records. Files reflecting Navy's advisory role in the organizational history of the AFSC. General policy agreements, copies of Joint Chiefs of Staff (JCS) Memoranda, organization charts, and other similar papers.

Permanent. Transfer to FRC when 4 years old. Offer to NARA when 20 years old.

Primary Program Records
b. General Correspondence Files. Files pertaining to the primary mission and overall management of the AFSC. Include one copy of comprehensive annual reports of the AFSC covering all phases of its organization and operation (original is sent to the JCS with copies to the Secretary of Defense and the Secretaries of the Navy, Army, and Air Force).

Permanent. Transfer to FRC when 2 years old. Offer to NARA when 20 years old.

c. Records of AFSC Students' Past Services and Duty Assignments Prior to Reporting to the AFSC

Retain on board. Destroy after graduation of student.

d. Theses of AFSC Students

(1) ~~Theses selected by the faculty of the AFSC for exceptional informative or educational values~~

Withdrawn

~~Permanent. Transfer to the National Archives when 50 years old, pending Navy review to determine if continued agency retention is required.~~

(2) All others

Retain on board. Destroy when obsolete or no longer needed, whichever is earlier.

e. Other AFSC Records

Apply pertinent subject matter instructions throughout this manual.

NAVAL WAR COLLEGE

3. NAVWARCOL RECORDS

a. Primary Program Records. Files that reflect the overall management and organization of the NAVWARCOL, and the planning, procedural development, progress, and significant accomplishments of its academic and naval personnel training programs.

Permanent. Cut off and transfer to FRC when files become inactive. Offer to NARA when 20 years old.

b. Official Student Record Cards of Officers Under Instruction at the NAVWARCOL

Apply par. 1500.10a.

c. Department Logs and Graduate Disenrollment Logs. Logs retained by the NAVWARCOL to reply to routine inquiries requested from the Center of Continuing Education to compiled statistical reports.

Retain on board. Destroy when no longer required for the NAVWARCOL's mission.

d. NAVWARCOL Lectures. *Lectures given by guest speakers and faculty, including those recorded on paper and/or audio/video tape.*
Withdrawn

~~Permanent. Transfer to the National Archives when 50 years old, pending Navy review to determine if continued agency retention is required.~~

e. Individual Student Jackets. Case files for each NAVWARCOL graduate and disenrollee.

Apply par. 1520.3c

f. Technical Intelligence Files of the NAVWARCOL. Files include studies and reports by the NAVWARCOL on plans and operations. Also attache reports dealing with the military capability and preparedness of allied and non-allied European Nations during World War I and translations and documents relating to the German Navy and captured documents, including war diaries of German Naval Staff and war diaries of U-boat captains during World War II.

Withdrawn

~~Permanent. Transfer to the National Archives when 50 years old, pending Navy review to determine if continued agency retention is required.~~

g. Class (Course Instruction) Records. Files include presentations, conference reports, records regarding class problems, and related records prepared by the NAVWARCOL to fulfill its mission.

Retain on board. Destroy when no longer needed.

SSIC 1522

NUCLEAR POWER TRAINING (SUB) RECORDS-OFFICER

1. PRIMARY PROGRAM RECORDS. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.

PERMANENT. See par. 1000.1. (Master copies of machine readable records must conform to standards set by NARA).

2. GENERAL CORRESPONDENCE. Records relating to the routine, day-to-day administration and operation of these programs.

a. Housekeeping records.

Destroy when no longer needed or when 2 years old which ever is sooner.

b. Reference copies.

Retain on board. Destroy when 10 years old.

h. Other NAVWARCOL Records

Apply pertinent subject matter instructions throughout this manual.

SSIC 1521

JOINT AND ADVANCED TRAINING RECORDS - OFFICER

^{GENERAL}
1. CORRESPONDENCE AND OTHER DOCUMENTS. Files relating to curricula planning and changes in curricula; student quota records, reports such as student and instructor reports, attrition, and progress reports relating to the internal operations and administration.
(Exclude primary program records filed under 1500.1)

Apply pars. ~~1000.1~~ and 1000.2.

SSIC 1522

NUCLEAR POWER TRAINING (SUB) RECORDS - OFFICER

^{insert}
1. GENERAL CORRESPONDENCE FILES. Files and other records maintained that document overall management and organization, procedural development, and accomplishment of these programs.

a. Original Paper Records

Retain on board. Destroy when essential data is transferred to magnetic tape and verified for accuracy.

b. Magnetic Tape

(1) Master copy. A copy that conforms to standards set by

Apply pars. 1000.1 and 1000.2.

(2) Reference copy

Retain on board. Destroy when 10 years old.

NARA.

SSIC 1523

NUCLEAR POWER TRAINING (SURFACE) RECORDS-OFFICER

1. PRIMARY PROGRAM RECORDS. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.

PERMANENT. See par. 1000.1. (Master copies of machine readable records must conform to standards set by NARA).

2. GENERAL CORRESPONDENCE. Records relating to the routine, day-to-day administration and operation of these programs.

a. Housekeeping records.

Destroy when no longer needed or when 2 years old which ever is sooner.

b. Reference copies.

Retain on board. Destroy when 10 years old.

SSIC 1530OFFICER CANDIDATE TRAINING RECORDS

1. PRIMARY PROGRAM RECORDS. Files reflecting the overall management and organization of the programs and the planning, procedural development, progress, and significant accomplishments of the academic and training programs and graduation reports and class standing roster.

Permanent. Apply pars. 1000.1 and 1500.1.

2. GENERAL CORRESPONDENCE FILES. Files and other records relating to the routine administration and housekeeping operations of the various programs.

a. Routine matters

Destroy when 2 years old.

b. Non-routine Matters

Retain on board. Destroy when 4 years old.

SSIC 1523

NUCLEAR POWER TRAINING (SURFACE) RECORDS - OFFICER

(see insert)

~~Apply par. 1522.1x and
1522.2.~~

SSIC 1530

OFFICER CANDIDATE TRAINING RECORDS

PRIMARY PROGRAM RECORDS
~~GENERAL CORRESPONDENCE FILES.~~ Files reflecting the overall management and organization of the programs and the planning, procedural development, progress, and significant accomplishments of the academic and training programs and graduation reports and class standing roster. ~~(Exclude records covered in pars. 1530.2, 3, and 4 below.)~~

a. Primary Program Records

b. All Other Records

[see insert]

~~Apply pars. 1000.1 + 1500.1.~~

~~Apply par. 1000.1.~~

~~Retain on board. Destroy when 5 years old.~~

2. CORRESPONDENCE FILES. Files and other records relating to administration and operation of the various programs.

a. Routine Matters

b. Non-routine Matters

~~Destroy when 2 years old.~~

~~Retain on board. Destroy when 4 years old.~~

3. APPLICATIONS TO ENTER PROGRAMS

~~Destroy when 1 year old.~~

4. OTHER PROGRAM RECORDS

Apply appropriate subject matter instructions throughout this manual.

SSIC 1531

*version of
9-10-87*

SSIC 1531

NAVAL ACADEMY RECORDS

1. **PRIMARY PROGRAM RECORDS.** Records relating to the overall organization, development, management, and administration of the Naval Academy, including the education and training of midshipmen. Also included are school publications and midshipmen activities.

Permanent. Transfer to the U.S. Naval Academy Archives when no longer needed for current Academy business.

2. **ADMINISTRATIVE RECORDS.** Records relating to the day-to-day administration and operation of the Naval Academy. Included are entrance examinations, placement and aptitude tests, and other related records, class lists and rosters, schedules, correspondence with or about individuals, instructors' reports, attrition reports, and other records.

Retain on board. Destroy when superseded, obsolete, or no longer needed for reference.

3. **MIDSHIPMAN PERSONNEL JACKETS.** Records accumulated by the Registrar's Office pertaining to individual midshipmen. Included are activities' records, oaths of office, applications for admission, and related papers.

a. Original paper records:

Retain on board. Microfilm in accordance with standards contained in 36 CFR 1230. Destroy 2 years after verification of microfilm (N1-405-87-1).

b. Microfilm copies:

PERMANENT. Transfer to US Naval Academy Archives on verification of microfilm.

4. **MACHINE READABLE MIDSHIPMAN RECORDS.**

a. Data bases maintained by the Registrar, Commandant, or other offices, which consist of data for transcripts, class grade files, admission files and other similar files.

PERMANENT. Transfer copies of the machine readable files for a given class together with the pertinent documentation, to the National Archives 3 years after the class graduates (e.g. class of 1987 in the summer of 1990).

b. GMATRIX. Data base maintained by the Registrar and including graduates and non-graduates.

PERMANENT. Transfer copies of the machine readable files for a given class together with the pertinent documentation, to the National Archives 3 years after the class graduates (e.g. Class of 1987 in the summer of 1990).

5. OTHER NAVAL ACADEMY RECORDS. Apply pertinent subject matter instructions throughout this manual.

NAVAL ACADEMY RECORDS

insert

PRIMARY PROGRAM RECORDS. Files reflecting the overall management and organization of the Naval Academy and the planning, procedural development, progress, and significant accomplishments of its academic and naval personnel training programs and graduation reports and class standing rosters. (Exclude records covered in par. 1531.2 below.)

Apply par. 1520.3a

CORRESPONDENCE FILES. Files and other records relating to the internal administration and operation of the office.

a. Routine Internal Operating Matters

Destroy when 2 years old.

b. Other Administrative Matters. Matters such as use of boats, drills and dress parades, and regimental organizations.

Retain on board. Destroy when 4 years old.

REQUESTS FOR EXAMINATION TO ENTER MILITARY ACADEMY PREPARATORY SCHOOL

Destroy when 1 year old.

NAVAL ACADEMY ENTRANCE EXAMINATIONS, PLACEMENT AND APTITUDE TESTS, AND RELATED CARD AND OTHER RECORDS

Destroy when 1 year old, provided grades have been recorded.

OTHER NAVAL ACADEMY RECORDS

Apply pertinent subject matter instructions throughout this manual.

SSIC 1532

AVIATION CADET (AVCAD) RECORDS

GENERAL CORRESPONDENCE FILES. Files relating to the operation and administration of the AVCAD program. *(Exclude primary program correspondence ANMA filed under 1000.1 and 1500.1)*

Apply pars. ~~1000.1 and~~ 1000.2.

INDIVIDUAL AVIATION TRAINING JACKETS (ATJ)

Apply par. 1542.

SSIC 1533RESERVE OFFICER TRAINING CORPS (ROTC) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the operation and administration of ROTC units and trainee personnel. Include correspondence with other ROTCs, copies of statistical and status or progress reports submitted to higher authority and instructor reports. (Exclude records in par. 1533.2.)

Destroy when 2 years old.

2. SUMMARY ACADEMIC OF FACULTY RECORDS OR REPORTS. Files that document the history of the ROTC program at any particular installation, including one copy of school publications and school rosters or graduation reports listing all graduates who are commissioned (such as class standing of ROTC students commissioned).

Apply par. 1500.1. and ~~1500.2.~~

3. INDIVIDUAL STUDENT OFFICIAL RECORD CARDS (OR FORMS) OR TRANSCRIPTS OR STATEMENTS OR ACADEMIC RECORDS. Must contain information about courses attended, length of courses, whether or not completed, (if completed), and pertinent remarks, such as reason for disenrollment or failure to complete courses.

Upon transfer of individual from one ROTC unit to another, a copy of the student's individual records must be submitted to the ROTC unit to which transfer is made.

a. Officers Commissioned

*Disposition
Not
Authorized*

~~Cut off and transfer to NPRC (MPR) 6 months after completion of training or disenrollment. Destroy when 56 years old.~~

b. Officers Not Commissioned

Cut off and transfer to NPRC (MPR) 6 months after completion of training or disenrollment. Destroy 5 years after cut-off.

4. INDIVIDUAL ROTC STUDENT FOLDERS. Case files comprising records maintained by individual units and accumulated during the course of student's enrollment. Include enrollment and progress records (such as questionnaires, endorsements, cruise records, applications for extensions of time to complete academic requirements; clothing requisitions and related papers; reports of substitutions of college courses for ROTC courses; transfer approvals between ROTC units; unauthorized absence reports); disenrollment records; commissioning records; and other similar records and related correspondence. Exclude documents to be filed in official service record folders upon commissioning and copies of documents forwarded to and maintained by the Navy Department or other authorities specified under current instructions for ROTC administration and training.)

Destroy 6 months after individual is disenrolled, completes training, is transferred, or is commissioned.

SSIC 1534

MERCHANT MARINE AND MARITIME RECORDS

1. STUDENT PERFORMANCE RECORDS

Retain on board. Destroy 3 years after student graduates.

SSIC 1540

FUNCTIONAL TRAINING RECORDS

1. HEADQUARTERS, CNATRA, RECORDS. General correspondence files. ~~(Other than operating and administrative records covered in 1500.2.)~~
(Exclude primary program records covered in pars. 1000.1 and 1500.1).

Apply pars. ~~1000.1 and 1000.2~~ and 1500.2.

SSIC 1541

FLEET TRAINING RECORDS

1. FLEET TRAINING RECORDS. (Include those of fleet training centers.)

a. General Correspondence Files

Apply par. 1500.2.

b. Other Records

Apply pertinent subject matter material throughout this manual.

SSIC 1542

LIGHT TRAINING RECORDS (RESERVED)

SSIC 1543

EQUIPMENT AND SYSTEMS TRAINING

1. PERFORMANCE AND CERTIFICATION RECORDS FOR EQUIPMENT AND SYSTEMS REQUIRING MANDATORY TRAINING AND PERIODIC RECERTIFICATION

Retain on board. Destroy when 3 years old.

SSIC 1550

INSTRUCTION COURSES AND TRAINING MATERIALS RECORDS

1. ACTIVITIES TRAINING MATERIALS. Files include syllabic and technical instructional (course or other) material. (Other than program material covered in par. 1500.1.) (See also par. 10170.)

Retain on board. Destroy when superseded, cancelled, or no longer needed for training purposes, as research material, or for reference in developing future training courses, whichever is earliest.

SSIC 1551TRAINING FILMS, AIDS, AND SPECIAL DEVICES RECORDS

1. TRAINING FILMS

films
a. Originators' Master Negative Film. Color original plus separate optical sound track, intermediate master positive or duplicate negative plus optical sound track, and sound projection print or video recording.

*Motion
Media
Records
Center*
Permanent. Transfer to ~~Defense Audiovisual~~ ~~Agency~~ ~~Agency~~, Norton AFB, California, when copy is made. Offer to NARA 20 years after transfer.

b. All Other Copies

Retain on board. Destroy when obsolete or no longer usable, whichever is earlier.

2. RECORDS RELATING TO PROCUREMENT, CUSTODY, DISTRIBUTION, UTILIZATION, AND DISPOSITION OF TRAINING AIDS. Files include those at training aids centers and related card records.

a. Training Aids Still Outstanding Files

Retain on board. Destroy when 2 years old or training aid is returned, whichever is later.

b. All Other Files

Destroy when 2 years old.

3. SURPLUS COPIES OF TRAINING AIDS AND TECHNICAL INSTRUCTIONAL MATERIAL. (See also par. 5290.)

Retain on board. Dispose of in accordance with latest instructions from NMPC (Training Division), CMC, or other cognizant authority.

SSIC 1552

in 5 year blocks

TRAINING PUBLICATIONS RECORDS

1. ALL NAVY TRAINING PUBLICATIONS AND MANUALS

a. Master Copies of Originating Activity

*NETPMSA
(NAVEDTRAPRODEVEN will forward a copy of each new training manual and correspondence course to the NET administrative services director for retirement to FRC).*

Permanent. Forward one copy of each to FRC when no longer needed for frequent reference. Offer to NARA when 20-25 years old. ↑

b. All Other Copies

Destroy when cancelled or no longer required. (Return current usable copies to nearest publications supply office.)

2. RECORDS RELATING TO PREPARATION, PROCUREMENT, AND DISTRIBUTION OF TRAINING PUBLICATIONS

Apply par. 5600.

EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY (NETPMSA)

no activity

3. NAVAL ~~PROGRAM DEVELOPMENT CENTER~~ PUBLICATIONS RECORDS

a. General Correspondence Files. Files of the Officer-in-Charge, Navy Training Publications Center. (Exclude primary program records covered in par. 1500.1).

Apply pars. *1500.1A, B* and *3* 1500.2 and 1500.1

b. Planning Files. Correspondence relating to the planning and development of courses and publications (including manuals) prepared by the Center. Contains official correspondence on the preparation or publication of a text or manual, including recommendations and comments and papers on related costs and technical matters.

Transfer to nearest FRC when 5 years old. Destroy when 10 years old.

c. Continuous Bilge or Review Files. Background information collected by writers preparing new or revised text of manuals, including correspondence, records of contacts, or other sources of

Destroy 6 months after text of manual is published.

material, locations of available reference documents, writers' notes, and other similar material.

d. Art Morgue and Illustrations Files. Original illustrations, drawings, photographs, negatives and glossy prints, clippings, and related materials used as illustrations in texts and manuals and related locator cards.

Retain on board. Destroy when obsolete or superseded.

e. Illustration Correspondence Files. Correspondence and related papers pertaining to art work to be used in publications. Include flow sheets, work sheets of deleted materials, sources, and lists of illustrations, copies of copyright permission letters, and other related or similar records.

Destroy when 6 months old.

f. Other Records of the Navy Training Publications Center Relating to Its Publication Functions

Apply appropriate 5600 series authority.

SSIC 1553

INSTRUCTION SYSTEMS DEVELOPMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. ^{Housekeeping or administrative} Files reflecting the ~~overall~~ planning, procedural development, organization, appraisals, and background of the system being developed. (Exclude primary program correspondence filed under 1000.1).

Destroy when 2 years old, when no longer required for research or reference in developing future systems, whichever is earlier.

SSIC 1554

COMPUTER-MANAGED INSTRUCTION RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records that document the overall management and organization, quantitative information, studies, planning data, background rationale, and statistical summaries.

a. Original Paper Copy. (Other than data described in par. 1554.1b.)

Retain on board. Destroy when 10 years old or no longer required for research or reference in developing new operations, whichever is earlier.

b. Magnetic Statistical Data. Data used for studies directed by higher authority which may affect long range Navy policy.

Retain on board. Destroy when no longer required for purpose of studies directed by higher authority which may affect long range Navy policy.

SSIC 1560

VOLUNTARY EDUCATION RECORDS

1. CORRESPONDENCE, REPORTS, AND OTHER RECORDS. Files relating to Voluntary Off-Duty Educational Programs/Tuition Assistance Programs; In-Service Veterans Administration Education Programs; Predischarge Education Program; High School Equivalency Programs; Group Study; and Defense Activity for Non-Traditional Education Support (DANTES), including education reports (such as reports of testing and inventories).

Destroy when 2 years old.

2. REFERENCE FILES. Files of material relating to voluntary educational programs.

Retain on board. Destroy when superseded, canceled, or no longer needed.

SSIC 1570INACTIVE DUTY TRAINING RECORDS

1. INSTRUCTORS' CLASS PROGRAM CHARTS. Charts used to record naval reserve training progress for all pay and non-pay drilling units.
2. RESERVE OFFICER AND ENLISTED PERSONNEL TRAINING DUTY ORDERS AND ORDERS TO PERFORM APPROPRIATE DUTY
3. ALL OTHER RECORDS

Destroy when 2 years old.

Destroy when 1 year old.

Apply pars. ~~1000.1~~
~~1001~~
~~1001~~ and
and ~~1500.~~ → 1000.1 and
1000.2, and 1500.1 and
1500.2, as applicable

SSIC 1571ACTIVE DUTY FOR TRAINING RECORDS

1. REQUESTS FOR ACTIVE TRAINING DUTY FROM OFFICER OR ENLISTED PERSONNEL AND RELATED CARD OR OTHER INCIDENTAL RECORDS
2. UNENDORSED COPIES OF ACTIVE DUTY FOR TRAINING ORDERS FOR OFFICER AND ENLISTED PERSONNEL
3. ENDORSED COPIES OF ACTIVE-DUTY TRAINING ORDERS

Retain on board. Destroy after completion of training or processing of request, whichever is later.

Destroy 3 months after issue.

File in official officer or enlisted service record.

SSIC 1580INTERSERVICE TRAINING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records maintained that document the overall management and organization,

Apply pars. ~~1000.1~~ and
1000.2.

planning, procedural development, accomplishments, policy agreements, organization charts, and other similar papers. (See also DOD Administrative Instruction (AI) 15 DOD 202-48.2.) (Exclude primary program records covered in pars. 1000.1 and 1500.1).

SSIC 1600-1699

PERFORMANCE AND DISCIPLINE RECORDS

SSIC 1600

GENERAL PERFORMANCE AND DISCIPLINE RECORDS

1. GENERAL CORRESPONDENCE FILES

Apply par 1000.2.

SSIC 1601

DUTIES AND WATCHES RECORDS

1. GENERAL CORRESPONDENCE FILES. *Files which relate to the internal operation and administration of duties and watches.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

SSIC 1610

PERFORMANCE AND CONDUCT RECORDS

1. GENERAL CORRESPONDENCE FILE. *Files relating to the routine, day-to-day administration of personnel performance and conduct.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

PERFORMANCE AND
CONDUCTSSIC 1611OFFICER RECORDS

1. GENERAL CORRESPONDENCE FILES. (Exclude primary program records covered under 1000.1).

Apply par. 1000.2.

PERFORMANCE AND
CONDUCTSSIC 1616ENLISTED RECORDS

1. GENERAL CORRESPONDENCE FILES. (Exclude primary program records covered under 1000.2).

Apply par. ~~1000.1 and~~
1000.2.

2. ENLISTED EVALUATION WORKSHEETS

Retain on board. Destroy when enlisted evaluation report is filed in enlisted service record.

3. ENLISTED EVALUATION REPORTS

a. When Individual is Separated from the Service

Retain on board. Destroy after separation.

b. When Individual Reenlists Immediately After Discharge

Transfer to new service record.

c. Activity Copies

Destroy when 2 years old.

SSIC 1620DISCIPLINE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to disciplinary affairs and to the operation and administration of places of confinement.

Apply par. 1640.

2. UNIT PUNISHMENT BOOK OR DIARY PAGES Destroy when 2 years old.
3. MINOR OFFENSE REPORTS OR RELATED RECORDS. Files dealing with violations and offenses reported for disciplinary action, including Report and Disposition of Offenses.
- a. Navy Reports Retain on board. Destroy after information is entered in Unit Punishment Book or diary.
- b. Marine Corps Reports. Files of incidents and miscellaneous offenses. Destroy when 3 months old.
4. COURTS-MARTIAL RECORDS Apply par. 5810.
5. LIST OF RESTRICTED PERSONNEL Destroy when 1 year old.
6. DISCIPLINARY CASE FILES. Files of Marines assigned to special foreign duty with the Department of State and maintained by "Company F," Headquarters Battalion, Headquarters, U.S Marine Corps, and case files of brig prisoners.
- a. Special Foreign Duty Marines
- (1) Action pending by the Department of State or U.S. Marine Corps Retain on board. Destroy 1 year after completion of punishment.
- (2) No action pending by the Department of State or U.S. Marine Corps Retain on board. Destroy 1 year after date of detachment of individual.
- b. Brig Prisoners Retain on board. Destroy 2 years after release.

7. MINOR OFFENSE RECORDS. Records, including case files, showing punishments awarded and records of accomplishment thereof for minor offenses.

Retain on board. Destroy after completion of punishment.

8. REPORTS OF INFRACTIONS OF BASE REGULATIONS BY SHIPBOARD PERSONNEL. These reports are made to or by the Senior Officer Present Ashore (SOPA) to the base or to ships and are held by amphibious bases and other similar activities.

Destroy when 1 year old.

DISCIPLINE

SSIC 1621

OFFICER RECORDS

1. GENERAL CORRESPONDENCE FILES. *Records accumulated in connection with the routine, day-to-day, administration of officer discipline programs.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

DISCIPLINE

SSIC 1626

ENLISTED RECORDS

1. GENERAL CORRESPONDENCE FILES. *Records accumulated in connection with the routine, day-to-day, administration of enlisted discipline programs.*

Destroy when 2 years old or when purpose is served, whichever is earlier.

2. DESERTER RECORD CARD. (Exclude copies which become part of the official service record.)

Destroy when 2 years old.

SSIC 1630

SHORE PATROL AND MILITARY POLICE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the administration of master-at-arms, shore patrol, and military police including rough logs of the office.

Destroy when 2 years old.

2. CARD FILES OF PERSONS APPREHENDED

Transfer to nearest FRC when 5 years old.
Destroy when 50 years old.

3. ARREST AND DETENTION RECORDS. Files include arrest reports, receipts for offenders, sobriety tests, patrol officers reports, sworn statements, arrest and disposition reports, offense reports, and other papers relating to arrest or detention, property receipts, and property receipt envelopes.

Destroy when 2 years old.

4. PROPERTY RECEIPTS AND PROPERTY RECEIPT ENVELOPES. Files include location of offenses and name index.

Destroy when 2 years old.

5. SECURITY RECORDS. (See pars. 5500-5599 series.)

SSIC 1640

CONFINEMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the general operations and administration of correctional centers and facilities, brigs, and detention facilities including activities educational training reports, correspondence, and other general records.

Apply par. 1000.2.

2. CONFINEMENT RECORDS CASE FILES FOR COURTS-MARTIAL PRISONERS. Files consist of all correspondence, reports, and other records in connection with the case, including screening reports, admission summaries or supplements, periodic program reports, disciplinary reports (most report slips), special medical or psychiatric reports, and other records relating to the prisoner's conduct and assignments while confined. (*Exclude any records required to be filed in the official personnel record.*)

~~Transfer to nearest FRC 1 year after prisoner's release. Destroy 56 years after transfer.~~

Transfer to the National Personnel Records Center (Civilian Personnel Records Center), 111 Winnebago St St Louis, MO 63118 upon prisoner's release from confinement or expiration of parole, as applicable.
Destroy 25 years after transfer

- 3. DAILY, WEEKLY, AND MONTHLY REPORTS. Files of persons confined, including reports of prisoners received and released. Destroy when 1 year old.
- 4. CONFINEMENT AND RELEASE ORDERS Destroy 2 years after release of member.
- 5. DISCIPLINARY ACTION DATA CARD Destroy 2 years after release of member.
- 6. RECORDS OF PERSONNEL EFFECTS OF MEMBERS CONFINED Destroy 1 year after release of member.

SSIC 1650

DECORATIONS, MEDALS, AND AWARDS RECORDS

1. BOARD OF DECORATIONS AND AWARDS, NAVY DEPARTMENT RECORDS

a. Board's Case Files. Correspondence, recommendations, and other supporting or related papers and records of actions taken on each case presented to the Board for consideration, includes related card records.

Permanent. Retain on board. Offer to NARA when 20 years old.

Disposition Not authorized

b. Board of Awards File. World War I file of original recommendations for decorations and awards, records of action taken, and related correspondence.

Permanent. Retain on board. Offer to NARA immediately.

c. Files of Recommendations Made to the Board. Files regarding extraordinary heroism cases, and card (progress) records, used to determine retirement pay increases for enlisted personnel.

Retain on board. Destroy after action is taken by the Board. when no long needed to determine any possible retirement benefits. Retain on board. Destroy after death of officer.

d. Card Records of Combat Retirement Cases. Records of action taken on conduct recommendations entitling officer to promotion upon retirement.

Master
e. ~~Index~~ Record of Awards Made. A brief of all pertinent information regarding the individual's awards and decorations and a quote of the citation, *whether in paper, microform or machine readable format.*
f. Copies of Citations and Letters of Transmittal. (Exclude the Board's official records and copies to be filed in official personnel folders.)

2. CORRESPONDENCE AND RELATED RECORDS. Files regarding recommendations for personal decorations, citations, medals, or awards to naval personnel or units. (Exclude records of NMPC, HQMC, Boards of Decorations and Awards, and those filed in individual's official service jacket.)

3. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY BUREAUS, OFFICES, ACTIVITIES, OR OTHERS UNDER AUTHORITY DELEGATED THEM TO MAKE SUCH AWARDS. Include recommendations, supporting documents, and related correspondence. (Exclude records covered in pars. 1650.1 and 2.)

SSIC 1700-1799

MORALE AND PERSONAL AFFAIRS RECORDS

SSIC 1700

GENERAL MORALE AND PERSONAL AFFAIRS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the operation and administration of morale and personal affairs matters including recreation and social affairs, informational services, commercial on-base solicitation, credit unions, retirees, Naval Home, personal and family benefits (including correspondence relating to Government sponsored insurance programs and voting rights), ID card determination, and entitlement for dependent's aid, civil readjustment and

~~Permanent. Retain on board. Offer to NARA when no longer needed. Disposition not authorized.~~
Destroy when 2 years old.

Retain on board. Destroy when 5 years old.

~~Permanent. Transfer to nearest FPC when 10 years old. Offer to NARA when 25 years old.~~
Disposition Not Authorized

3
Destroy when ~~2~~ years old.

veterans affairs, casualties and survivors benefits, athletic competitions, publishing of station papers, hobby crafts, Navy Relief Society, and American Red Cross.

2. ALPHABETICAL (NAME) FILES. Files consisting of correspondence with individuals, dependents, and other interested parties relating to individual personal affairs matters. (Exclude correspondence required to be filed in official service record folders.)

a. Routine Inquiries and Requests

Destroy when 6 months old.

b. All Other Files

Destroy when 2 years old.

3. CORRESPONDENCE AND RECORDS OF PERSONAL COMMERCIAL AFFAIRS SOLICITATIONS. Files concerning violation incident data, denial data, letters of application for solicitation privileges, letters of accreditation, appeal data, and other support documents.

Retain on board. Destroy when 4 years old or purpose is served, whichever is earlier.

4. CREDIT UNION MATTERS

Apply par. 1700.1.

5. DEPENDENTS' SERVICE AND SUPPORT. Files include items such as survivor benefits support system master file, Dependent Scholarship Program Applications, Transcript Request Forms, Applications for Uniformed Services Identification and Privilege Cards, and Retired Naval Personnel Newsletter.

Destroy when 1 year old.

SSIC 1710

RECREATION AND SOCIAL AFFAIRS RECORDS

1. GENERAL CORRESPONDENCE. Files pertaining to the operation and administration of recreational facilities and activities.

Destroy when 2 years old.

2. POLICY PAPERS/PRECEDENT FILES. Files relating to recreation activities such as instructions, directives, and other documents;

establishing policies, procedures, and precedents for operation, review, etc., of morale, welfare, and recreation facilities, activities, and programs.

a. Records Concerning On-going Actions of the Nonappropriated Fund Instrumentality. Letters of authorization to commence operation, change in mission, permanent waiver to regulations, etc.

Retain on board.
Transfer to nearest FRC when no longer needed.
Destroy when 10 year old.

b. Other Records

Retain on board. Destroy when rescinded or superseded.

3. STUDIES, ANALYSES, AND SUMMARIES

Destroy when 3 years old.

4. OTHER REPORTS. Files not covered elsewhere (minutes of meetings, inspections, reviews, etc.).

Destroy when 2 years old.

SSIC 1720

INFORMATION SERVICES RECORDS

Apply par. 1700 and 5720.

SSIC 1730-1739

SSIC 1730

GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS

1. IMMEDIATE OFFICE RECORDS OF THE CHIEF OF CHAPLAINS. Files representing primary program documentation for the chaplain and religious becomes affairs program, including selected active duty chaplain annual reports.

Permanent. Transfer to WNRC when files become inactive. Offer to NARA when 25 years old.

- | | |
|---|---|
| 2. GENERAL CORRESPONDENCE FILES. Files regarding the maintenance and administration of chaplains, the performance of ministry, and collateral duties that are used for evaluating the effectiveness of local command religious programs and utilization of chaplains. | Destroy when 2 years old. |
| 3. FILES OF CHAPLAINS' OFFICES. Files relating to observance of special days that are used for reference and planning purposes. | Destroy when 2 years old. |
| 4. CHAPLAINS' REPORT | |
| a. <u>Inactive Duty Naval Reserve Chaplains' Annual Reports</u> | Destroy when 2 years old. |
| b. <u>Active Duty Navy Chaplains' Annual Reports.</u> (Copies not covered in par. 1730.1.) | Destroy when 2 years old. |
| c. <u>Active-Duty Navy Senior Chaplains' Annual Reports.</u> (Copies not covered in par 1730.1.) | Destroy when 2 years old. |
| d. <u>Terminal Audit Reports</u> | Retain on board. Destroy after audit reports have been made and recorded. |

SSIC 1740PERSONAL AFFAIRS AND BENEFITS RECORDS

Apply par. 1700.

SSIC 1741INSURANCE RECORDS

Apply par. 1700.

SSIC 1742VOTING RECORDS

1. GENERAL RECORDS

2. VOTING ASSISTANCE GUIDE (NAVPER 15562)
III-1-76~~Apply par. 1700.~~

apply par 1700.

Retain for 2 years
or until replaced, then

SSIC 1746MESSES ~~AND CLUBS~~ RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the operation and administration of ~~clubs~~ messes~~x~~ and consolidated package store activities.

Destroy when 2 years old.

2. POLICY PAPERS/PRECEDENT FILES. Files such as selected instructions, directives, and documents relating to ~~clubs~~ messes, and consolidated package store activities.

a. On-going Actions of the Nonappropriated Fund Instrumentality Records. Letters of authorization to commence operation, change in mission, permanent waiver to regulations, etc.

Transfer to nearest FRC when no longer needed. Destroy ~~when~~ 10 years ~~old from date of origin.~~ after transfer.

b. Other Records

Retain on board. Destroy when rescinded or superseded, whichever is earlier.

3. STUDIES, ANALYSES, AND SUMMARIES. Files relating to the operation of clubs, messes, and consolidated package store activities.

Destroy when 3 years old.

4. OTHER REPORTS. Files not covered elsewhere (minutes of meetings, inspections, reviews, etc.).

Destroy when 2 years old.

5. FINANCIAL RECORDS. Files relating to the operation of non-appropriated ~~clubs~~ messes~~x~~ and consolidated package stores.

Apply ~~par. 7010.1.~~ *appropriate* sub-section of SSIC 7010

6. PERSONNEL RECORDS FOR CIVILIAN NONAPPROPRIATED FUND EMPLOYEES

Apply par. 7010.4.

SSIC 1750DEPENDENTS' AID (ASSISTANCE) RECORDS

Apply par. 1700.

NGMiller

SSIC 1752

DOMESTIC RELATIONS RECORDS

1. CORRESPONDENCE AND OTHER RECORDS. Files incidental to the personal affairs, domestic relations, support of dependents, divorce, garnishment of pay, ect. (Exclude correspondence required to be filed in official service records.)

a. Navy Family Allowance Activity (NAVFAMALWACT) Records

(1) Files concerning waivers of indebtedness, garnishment of pay, Basic Allowance for Quarters (BAQ), support of dependents, and divorce.

Retain at NAVFAMALWACT until member is discharged or retires, then transfer to nearest FRC. Destroy 10 years after transfer.

(2) Other NAVFAMALWACT Records

Destroy when 3 years old.

b. Other records

Destroy when 3 years old.

SSIC 1751DEPENDENTS' ALLOWANCES RECORDS

Apply par. 1700.5.

SSIC 1752DOMESTIC RELATIONS RECORDS

⁴ next
~~1. CORRESPONDENCE AND OTHER RECORDS. Files incidental to the personal affairs, domestic relations, support of dependents, divorce, garnishment of pay, etc. (Exclude correspondence required to be filed in official service records.)~~

~~a. Navy Family Allowance Activity Records~~

~~Cut off at end of calendar year and transfer to nearest FRC. Destroy when 6 years old.~~

~~b. Other Records~~

~~Destroy when 2 years old.~~

2. ALPHABETICAL (NAME) FILES. Files consisting of correspondence with individuals, dependents, and other interested parties relating to individual personal affairs, support of dependents, welfare of dependents, and garnishment of pay. (Exclude correspondence required to be filed in official service records.)

Apply par. 1752.1.

SSIC 1754FAMILY SUPPORT PROGRAMS RECORDS (RESERVED)SSIC 1755

NGMiller

SSIC 1770

CASUALTIES AND SURVIVORS' BENEFITS RECORDS

1. RECORDS ON INDIVIDUAL CASUALTIES AND DISASTER REPORTS, AND REPORTS SUBMITTED TO AND RECEIVED FROM THE NAVY DEPARTMENT. Casualty folders, to include reports of death, summary of assistance provided, pay vouchers, DD Forms 1300, SGLI/Government insurance payment documentation, and general correspondence concerning the adjudication of benefits (e.g., death gratuity, arrears in pay, ID Card entitlements, Survivor Benefit Plan (SBP) elections, and VA benefits). (Exclude primary program records covered in par. 1000.1).

a. Individual Case Files

Destroy when 5 years old.

b. Survivor Benefit Plan (SBP) Records

Retain on board. Destroy when 2 years old, unless in casualty folders.

c. All other records.

Retain on board. Destroy when 6 years old, unless otherwise instructed by COMNAVMILPERSCOM. POW/MIA records (e.g., Vietnam MIA cases) are retained beyond the 6 years, screened periodically, and destroyed once case is closed/remains returned, as appropriate.

DEPENDENTS' SCHOOLING RECORDS

1. DOMESTIC

a. Students' Individual Records. The official record maintained for each individual student enrolled in elementary, middle, and secondary schools. As a minimum, reflects full name of student; date and place of birth; dates of entrance and withdrawal; promotions, failures, credits, and grades earned; standardized test scores (achievement, aptitude, etc.); summary of attendance by year or semester; and teachers' comments.

b. ~~Magnetic Tapes~~ *Machine Readable Data Files (Magnetic Tapes)*

2. ALL OTHER SCHOOLS

See also DOD AI 15,
Item 603.

Retain on board. Destroy
when transferred to
magnetic tape.

Retain on board. Destroy
when 75 years old.

See DOD AI 15, Item 603.

SSIC 1760CIVIL READJUSTMENT AND VETERANS AFFAIRS RECORDS

1. RECORDS CONCERNING VETERANS RIGHTS, BENEFITS, AND PROBLEMS. Files arising from readjustment to civilian life, including information correspondence with veterans, their beneficiaries, the Navy Department, and veterans organizations and associations.

Destroy when 1 year old.

SSIC 1770CASUALTIES AND SURVIVORS' BENEFITS RECORDS

~~1. RECORDS ON INDIVIDUAL CASUALTIES AND DISASTER REPORTS AND REPORTS SUBMITTED TO AND RECEIVED FROM THE NAVY DEPARTMENT. Files also include general correspondence concerning benefits of deceased Navy personnel and adjudication of benefits. Benefits include government~~

~~sponsored insurance, death gratuity, arrears in pay, identification card entitlement, Survivor Benefit Plan, and Veterans Administration benefits.~~

~~a. Program Records~~

~~Apply pars. 1000.1 and 1000.2.~~

~~b. All Other Records~~

~~Retain on board. Destroy when 6 years old, unless otherwise notified.~~

SSIC 1771

CASUALTIES RECORDS

1. ~~GENERAL~~ GENERAL CORRESPONDENCE, MESSAGES, AND REPORTS PERTAINING TO PERSONNEL CASUALTY INCIDENTS. Files include reports submitted or received from the Navy Department. (Exclude information to be filed in official service record folders.) (These records should be transferred to NARA because of numerous requests received for World War II casualty lists for specific incidents involving individual or large numbers of casualties, narratives by survivors, etc. This information is requested by family members and historians, and by organizations which are dedicating memorials.) *For example, records pertaining to the Beirut Bombing of 1983, loss of USS THRESHER, World War II Battle of Midway.*

Permanent. Transfer to WNRC when 3 years old. Offer to NARA when 25 years old.

2. ALPHABETIC CASUALTY CARDS. Files on deceased naval personnel (active and inactive). (These records should be transferred to NARA because of requests for death certificates by next of kin for benefits, geneological records, etc. Requests for names of individual casualties by various organizations are used in the dedication of memorials.)

Permanent. Transfer to WNRC when 3 years old. Offer to NARA when 25 years old.

, including DD Form 1300 (Report of Casualty),

SSIC 1772

SURVIVORS' BENEFITS RECORDS

POLICY

accident setting

1. NAVY DEPARTMENT SURVIVOR BENEFITS/~~GENERAL~~ RECORDS. These records include legal opinions by JAG, Office of General Counsel, and Comptroller General ~~decisions~~ that influence the payment of benefits based on paternity of the Navy member. These records ~~also contain~~ ^{also contain} entitlement of family members who may or may not be absolved of any felonious intent in connection with a Navy member's death, *i. e., death gratuity,*

unpaid pay and allowances, and/or legal payments accorded to questionable beneficiary designations.

Permanent. Transfer to WNRC when 3 years old. Offer to NARA when 25 years old.

SSIC 1780

EDUCATIONAL BENEFITS RECORDS

1. PRIMARY PROGRAM RECORDS. General correspondence files of the office of the Chief of Naval Operations consisting of correspondence, studies, reports, and other records that reflect the overall development and accomplishment of plans, policies, programs, and procedures relating to its primary program responsibilities of educational benefits.

Permanent. Transfer to WNRC when 4 years old or when files are no longer needed, whichever occurs earlier. Offer to NARA when 20 years old.

2. LEGISLATION AND CONGRESSIONAL ACTION RECORDS. Files of the Chief of Naval Operations that document essential or important policy transactions relating to legislative proposals and enactments, congressional investigations, and other congressional matters.

Permanent. Transfer to WNRC when file becomes inactive. Offer to NARA when 20 years old.

3. LEGISLATIVE PROPOSALS

a. Legislative Proposal Files. Drafts of proposed legislation and Executive Orders together with supporting papers and comments reflecting the Navy Department's position on proposed legislation or legislation already introduced in Congress.

Permanent. Transfer to WNRC when file becomes inactive. Offer to NARA when 20 years old.

b. Legislative Reference Files. Copies of proposed legislation and of Executive Orders accumulated for information, excluding files covered in paragraph 3a.

Destroy when no longer needed.

4. LEGISLATIVE ENACTMENTS. Reference files of copies of legislative enactments.

Destroy when no longer needed.

5. LEGAL OPINION RECORDS. Legal decisions or opinions on educational benefits matters relating to laws, regulations, administrative decisions, and directives affecting the Navy Department.

Permanent. Transfer to WNRC when 4 years old or when file becomes inactive. Offer to NARA when 20 years old.

6. FILES CONCERNING VETERANS' EDUCATIONAL BENEFITS AND RELATED PROBLEMS. Files consisting of information correspondence with veterans, the Navy Department, Veterans Administration, and veterans organizations and associations.

Destroy when 4 years old.

SSIC 1800-1899

RETIREMENT RECORDS

SSIC 1800

GENERAL RETIREMENT RECORDS

1. NAVAL HOME RECORDS. The Naval Home is operated for retired and veteran personnel.

a. General Correspondence Files. Records relating to the Governor's duties in operating the Home and to the lodging, health, safety, welfare, and comfort of personnel legally admitted to the Home as beneficiaries under its regulations, including correspondence with the Navy Department, other government agencies, and individuals.

Retain on board. Destroy inactive files when ~~75~~ years old *no longer needed.*

b. Correspondence with or Relating to Applicants Rejected for Admission to the Home

Retain on board. Destroy inactive files when 5 years old.

c. Admission Record and Command Log. Records include chronological log of absences, masts, and normal or unusual events.

Retain on board. Destroy inactive files when 5 years old.

d. Individual Personnel and Health Care Folders

(1) Death of beneficiary

Retain on board. Place in inactive file upon death. Destroy 10 years after death.

(2) Discharge of beneficiary

Retain on board. Place in inactive file upon discharge. Destroy 25 years after discharge.

e. Plans (tracings and blueprints) or Physical Plants and Layout of the Home

Retain on board. Destroy when no longer needed for administrative purposes. (GRS 22.1b)

f. Plans (tracings and blueprints) or Physical Plants and Layout of Mount Moriah Cemetery. (Records created on or before 18 July 1977 are Navy records. Mount Moriah Cemetery was transferred to the Veteran's Administration control on 18 July 1977.)

Permanent. Transfer all existing records to FRC, Philadelphia. Offer to NARA when 20 years old.

SSIC 1810-1819

REGULAR NONDISABILITY RETIREMENT RECORDS

SSIC 1810

REGULAR NONDISABILITY RETIREMENT RECORDS

1. CORRESPONDENCE FILES. Files relating to the processing of officer and enlisted naval personnel for nondisability retirement and to the administration of nondisability retirement functions.

File in microfiche record (military service jacket) after completion of retirement processing.

SSIC 1070.1

SSIC 1820

RESERVE NONDISABILITY RETIREMENT RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to individual queries and applications for reserve retirement, computation for and notifications of eligibility for reserve retirement benefits including copies of orders to the retired reserve. (Congressional inquiries and BCNR requests received on subject file number sometimes date back almost 50 years.)

Transfer to NPRC (MPR) when 2 years old. Destroy when 50 years old.

Board for Correction of Naval Records (BCNR)
SSIC 1830

FLEET RESERVE RECORDS

Apply par. 1810.

SSIC 1850-1859

DISABILITY RETIREMENT RECORDS

THE RECORDS IN THIS (1850-1859) SERIES RELATE TO INDIVIDUAL CASE FILES (OFFICER AND ENLISTED) OF DISABILITY EVALUATION PROCEEDINGS; MEDICAL BOARD REPORTS; FINDINGS OF PHYSICAL EVALUATION BOARDS; MEDICAL REPORTS FROM VETERANS' ADMINISTRATION AND CIVILIAN MEDICAL FACILITIES; COPIES OF PRIOR ACTIONS TAKEN IN THE CASE; TRANSCRIPTS OF PHYSICAL EVALUATION BOARD HEARINGS; REBUTTALS SUBMITTED BY THE PARTY; INTRA- AND INTER-AGENCY CORRESPONDENCE CONCERNING THE CASE; CORRESPONDENCE TO AND FROM THE MEMBER, MEMBERS OF CONGRESS, ATTORNEYS, AND OTHER INTERESTED PARTIES; PHYSICAL REVIEW COUNCIL ACTIONS; AND PHYSICAL DISABILITY REVIEW BOARD ACTION.

SSIC 1850DISABILITY RETIREMENT RECORDS

1. ORIGINAL DISABILITY EVALUATION PROCEEDINGS

a. Hard Copy Case Files Closed 31 December 1977 or Earlier

Retain on board. Destroy when 75 years old.

b. Hard Copy Case Files Closed 1 January 1978 or Later

Retain on board. Destroy after microfilming and film is verified for accuracy and completeness.

c. Negative Microfiche Copies

Transfer to WNRC when 5 years old. Destroy when 75 years old.

d. Positive Microfiche Copies

Retain on board. Destroy when no longer needed for reference.

e. Case Index of Disability Proceedings

Retain on board. Destroy with related records.

2. NON-RECORD COPIES OF NAVY HEALTH RECORDS, NAVY HOSPITAL RECORDS, AND JAG INVESTIGATIONS USED BY THE BOARD FOR EVALUATION

Retain on board. Destroy when case file is closed.

SSIC 1900-1999SEPARATION RECORDS

THE RECORDS IN THIS (1900-1999) SERIES ARE RELATED TO GENERAL SEPARATION RECORDS AND INCLUDE ENLISTED (RELEASE FROM ACTIVE DUTY, RESERVE) AND OFFICER (RELEASE FROM ACTIVE DUTY, RESERVE) RECORDS.

SSIC 1900GENERAL SEPARATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the processing of naval personnel for separation and to the general administration of separation functions. Destroy when 2 years old.
2. SEPARATION DOCUMENTS. Files include documents such as the Report of Separation from the Armed Forces of the United States for individual member.
 - a. Activities Copies Retain on board. Destroy when 2 years old or after terminal date of reserve obligation if obligated for further service, whichever is later. (SSIC 1070).
 - b. NMPC and HQMC. One copy of each order to be filed in individual's service record. (Navy orders are forwarded with endorsements and other separating documents or forms to the NMPC as provided in the NAVMILPERSMAN. Marine Corps copies are forwarded as provided in MCOP 1900.16, the Marine Corps Separation and Retirement Manual.) File in appropriate individual's personnel record/service jacket.
 - c. All Other Copies Retain on board. Destroy when purpose is served.
3. PERIODIC REPORTS OF SEPARATION. Reports made to the Navy Department such as copies of reports of recruits discharged during recruit training and reports of early separation. Destroy when 1 year old.
4. WORK OR CHECK-OFF SHEET CARDS OR OTHER RECORDS. Files used locally for billeting, bunking, certification, or processing purposes. Retain on board. Destroy after individual is separated.

5. ORIGINAL ADMINISTRATIVE DISCHARGE RECORDS. Files relating to individual cases including briefs and recommendations, transcripts of board proceedings, and correspondence with interested parties relating to the disposition of the case maintained by NMPC and HQMC.

File in individual's service record.

6. ACTIVITY COPIES OF ADMINISTRATIVE DISCHARGE RECORDS

Destroy when 2 years old.