

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-NU-86-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/31/2024

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

The following items remain active:

4000/2

4000/4/A-D

4010/1-2

4010/3 - all sub items (note that these are GRS deviations that are no longer current)

4020/3/B

4030/1

4041/1/A-D

4041/2/A-D

4041/3/A-D

4050/1/A-B (note that these are GRS deviations that are no longer current)

4050/1/C/1-2

4050/1/D

4050/1/E/1-2

4050/1/F (note that this is a GRS deviations that is no longer current)

4050/3/B

4060/1/A-B

4060/3

4061/2

4061/3/A-D

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4065/1

4065/2/A-B (note that these are GRS deviations that are no longer current)

4066/1/A/3

4066/2/A

4066/3 - all subitems (note that these are GRS deviations that are no longer current)

4066/4 (note that this is a GRS deviation that is no longer current)

4066/7/C/2

4067/1

4069/1

4069/3/B

4080/2

4082/2-12

4101/1-3

4110/3

4121/1

4121/2/A/4

4121/2/b

4200/1/A/1-3

4200/1/B/1/A-B (note that these are GRS deviations that are no longer current)

4200/1/B/2-3 (note that these are GRS deviations that are no longer current)

4200/1/C-E (note that these are GRS deviations that are no longer current)

4330 - all items

4335/1/A-D

4400/2/C

4400/7/A

4400/7/C

4402/1

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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4403/1

4406/1-2

4406/10/A-D

4419/1

4430/1/B

4440/1 (note that this is a GRS deviation that is no longer current)

4440/4/A

4440/20/A/1

4440/20/B/1 and 3

4440/20/C/2/C/3-4

4440/23-24

4441/2

4442/3-5

4443/5/A

4452/1/A-D

4460/1

4470/2

4510/1 (note that this is a GRS deviation that is no longer current)

4520/1 (note that this is a GRS deviation that is no longer current)

4530/1

4530/2/A/1 (note that this is a GRS deviation that is no longer current)

4530/2/A/2/A-B

4530/3

4545/1-2

4540/1 (note that this is a GRS deviation that is no longer current)

4570/1 (note that this is a GRS deviation that is no longer current)

4600/1/B

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

4600/3

4610/1/A-D (note that these are GRS deviations that are no longer current)

4610/2/A-D (note that these are GRS deviations that are no longer current)

4610/4

4610/5/A-D

4612/1

4620/2-3

4620/5/A-B

4620/12/C/1

4620/22/N

4623/1/A

4630/2-3

4640/2-3

4650/3/A (note that this is a GRS deviation that is not current)

4650/3/C/1 (note that this is a GRS deviation that is not current)

4560/3/F

4651/1

4660/1

4680/2

4700/1/B

4700/1/C/1/A/2

4700/1/C/1/B

4700/1/C/3/B

4700/1/C/4/A-B

4700/2/A-D

4700/3/A-D

4701/4/A-D

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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4701/5/A-D

4701/6/A-D

4710/2

4710/4

4710/5/A-J

4720/1-2

4730/1/D/1-2

4730/6/B

4730/7/A-D

4770/1-2 (note that these are GRS deviations that are no longer current)

4790/2

4790/3/A

4790/4

4800/2

4813/1/A

4831/1

4841/1

4858/1/C

4862/1

4870/4/A/1

4900/1/A-B

4900/2/D

4905/1-2

4910 - all items

4920/3

4920/4/B

4920/7

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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4940/1

4940/2/A-B

4950/1/B

4950/3

4960/1/A-D

4730/8/A-D

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

All other items were superseded by DAA-NU-2015-0004, or they were filing instructions, except:

N1-NU-86-4 / 4620/22/A was superseded by DAA-0313-2011-0002-0001

N1-NU-86-4 / 4700/1/A/1 was superseded by DAA-NU-02015-0011-0013

N1-NU-86-4 / 4700/1/A/2 was superseded by DAA-NU-02015-0011-0013

N1-NU-86-4/ 4622/4 was superseded by DAA-NU-02019-0014-0001.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-N4-86-4

DATE RECEIVED

9/1/86

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)

DEPARTMENT OF THE NAVY

2 MAJOR SUBDIVISION

NAVAL DATA AUTOMATION COMMAND

3 MINOR SUBDIVISION

NAVAL SUPPLY SYSTEMS COMMAND

4 NAME OF PERSON WITH WHOM TO CONFER

MS. PAT TOWNSEND

5. TELEPHONE EXT

433-4217

DATE

9/1/86

ARCHIVIST OF THE UNITED STATES

Clausen Weiher

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
11 DEC 85	J. L. ADAMS <i>for BC Lane</i>	Director, Naval Records and Information Management Department

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>CHAPTER 4</p> <p>SSIC 4000-4999</p> <p>The records described in this chapter relate to all aspects of Navy and Marine Corps logistical operations -- the furnishing of supplies, equipment, and services (including personal services to the Department of the Navy (DON). They relate to procurement; contract inspection; supply issue and distribution; supply handling; packaging and storage; inventory control; travel and transportation (passenger and freight); maintenance, construction, and conversion; current production and industrial mobilization planning; and foreign military assistance (mutual security and military sales). These records are accumulated by departmental and field supply, procurement, or other logistical activities or offices, or other organizational units.</p> <p>Some exceptions to disposal standards are necessary. Regardless of authorizations in this manual, records directly relating to matters listed below will not be destroyed until final clearance or settlement of the case:</p> <ul style="list-style-type: none"> - An outstanding exception by the General Accounting Office (GAO); 		788 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 2

7.
ITEM
NO.8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9. GRS OR
SUPERSEDED
JOB
CITATION10. ACTION
TAKEN
(NARS USE
ONLY)

- An outstanding claim for or against the United States;
- A case under litigation; or
- An incomplete investigation.

~~This certifies that the records described in this schedule will be microfilmed in accordance with the standards set forth in 36 CFR, Part 1230.~~

This certifies that records in this schedule that have been approved for conversion to a filmed medium, will be microfilmed, stored, and inspected in accordance with the standards set forth in 36 CFR, Part 1230.

Rev
Rev
Rev

CHAPTER 4

LOGISTICS RECORDS
SSIC 4000-4999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO ALL ASPECTS OF NAVY AND MARINE CORPS LOGISTICAL OPERATIONS--THE FURNISHING OF SUPPLIES, EQUIPMENT, AND SERVICES (INCLUDING PERSONAL SERVICES TO THE DEPARTMENT OF THE NAVY (DON)). THEY RELATE TO PROCUREMENT; CONTRACT INSPECTION; SUPPLY ISSUE AND DISTRIBUTION; SUPPLY HANDLING; PACKAGING AND STORAGE; INVENTORY CONTROL; TRAVEL AND TRANSPORTATION (PASSENGER AND FREIGHT); MAINTENANCE, CONSTRUCTION, AND CONVERSION; CURRENT PRODUCTION AND INDUSTRIAL MOBILIZATION PLANNING; AND FOREIGN MILITARY ASSISTANCE (MUTUAL SECURITY AND MILITARY SALES). THESE RECORDS ARE ACCUMULATED BY DEPARTMENTAL AND FIELD SUPPLY, PROCUREMENT, OR OTHER LOGISTICAL ACTIVITIES OR OFFICES, OR OTHER ORGANIZATIONAL UNITS.

SOME EXCEPTIONS TO DISPOSAL STANDARDS ARE NECESSARY. REGARDLESS OF AUTHORIZATIONS IN THIS MANUAL, RECORDS DIRECTLY RELATING TO MATTERS LISTED BELOW WILL NOT BE DESTROYED UNTIL FINAL CLEARANCE OR SETTLEMENT OF THE CASE:

- AN OUTSTANDING EXCEPTION BY THE GENERAL ACCOUNTING OFFICE (GAO);
- AN OUTSTANDING CLAIM FOR OR AGAINST THE UNITED STATES;
- A CASE UNDER LITIGATION; OR
- AN INCOMPLETE INVESTIGATION.

Permanent. Retire to WNRC
when 5 years old.
Transfer to National
Archives (NARA) when 20
years old.

ADD B

Records are accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps logistics programs. These records accumulate primarily at NAVSUP and Marine Corps field activities responsible for implementing and administering policies and programs established by higher echelon offices, but they may also be accumulated by higher echelon offices responsible for Navy-wide policies and programs in connection with their routine, day-to-day operations, as opposed to their activities covered under SSIC 4000.1

ADD C

4. BIOMEDICAL AND FACILITIES SYSTEM (BIOFAC) & (PESS/SPAS)

This system is comprised of the preventive maintenance, emergency and service subsystem (PESS) and the standard property accounting submodule (SPAS). PESS provides an inexpensive means for scheduling preventive maintenance and emergency service. Maintenance tracking and history are supported for both facility and biomedical activities. The SPAS submodule is an interactive microcomputer based property accounting system for the management of medical and dental equipment. System is maintained at Naval Medical Data Services Center, Bethesda, MD and supports all 28 Naval Hospitals.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

SSIC 4000-4199GENERAL LOGISTICS RECORDSSSIC 4000GENERAL LOGISTICS RECORDSADD A

1. ~~PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, record copies of instructions and notices, and other records that document the establishment, development, and accomplishment of naval logistics policies, plans, and programs. These records are maintained by the Naval Supply Systems Command (NAVSUP), Marine Corps (MARCORPS) activities, the Office of the Chief of Naval Material (CHNAVMAT), the Assistant Secretary of the Navy (Shipbuilding & Logistics) (ASN(S&L)), technical bureaus, and single manager supply agents under the operational control of the DON.~~

~~Permanent. Transfer to Nearest Federal Records Center (FRC) when 5 years old. Offer to National Archives (NARA) when 20 years old.~~

~~Systems Commands Headquarters~~

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of all supply activities and offices (departmental and field) or departments, divisions, or other organizational units of activities and offices relating to the operations, (other than records covered in par. 4000.1).

Destroy when 2 years old.

ADD B

3. LOGISTICAL REPORTS. Reports relating to all phases of logistics management (other than those specifically covered elsewhere in this chapter) submitted to or summarized in reports to higher authority.

Destroy when 2 years old.

ADD CSSIC 4001GIFTS TO NAVAL ESTABLISHMENT RECORDS

NAVY Department policy files relating

1. PRIMARY PROGRAM RECORDS. ~~These records~~ ^{These records} pertain to acceptance of gifts for the benefit of, or in connection with, the establishment, operation, or maintenance of, a school, hospital, library, museum, cemetery, or other institution or organization under the jurisdiction of the Department of the Navy as authorized by 10 U.S.C. 2601. Files ~~also~~ include correspondence on gifts made specifically to the Naval Academy, and the Naval Academy Museum, authorized by 10 U.S.C. 6973 and 6974, and to the Naval Historical Center, authorized by 10 U.S.C. 7222; and acceptance of gifts for the recreation, amusement, and contentment of enlisted members of the naval service, authorized by 10 U.S.C. 7220.

Retire
Permanent. ~~Transfer~~ ^{Transfer} to WARC nearest ~~FRC~~ ^{FRC} when 4 years old. ~~Offer~~ ^{Offer} to NARA when 20 years old.

2. GENERAL CORRESPONDENCE. |←

SSIC 4002

Retain on board. Destroy when no longer required for reference or when 3 years old whichever is longer.

LOANS OR TRANSFERS TO OR BY THE NAVAL ESTABLISHMENT RECORDS

1. LOANS OR TRANSFER RECORDS. These records pertain to loans or gifts to or by Navy activities authorized by the Secretary of the Navy under 10 U.S.C. 7221 and 10 U.S.C. 7546. Files specifically pertain to to acceptance and care for such gifts of silver and other articles as, in accordance with custom, are made to vessels of the Navy, and return (lending or giving) ^{of} these ^{gifts} ~~fits~~ to the original donors.

Retire
Permanent. ~~Transfer~~ ^{Transfer} to nearest ~~FRC~~ ^{FRC} when 2 years old. ~~Offer~~ ^{Offer} to NARA when 20 years old.

2. GENERAL LOAN FILES. Records relating to loans to or by Navy Department activities for ^{property items} ~~other than those included under~~ SSIC 4010 ~~SSIC 4002.1. Files~~ include correspondence, receipts, loan agreements etc.

Retain on board. Destroy when property is returned to lending activity.

SCRAP AND SALVAGEABLE MATERIALS RECORDS

THESE RECORDS ARE ACCUMULATED BY ACTIVITIES AND UNITS PERFORMING FUNCTIONS RELATING TO THE HANDLING OF SCRAP AND SALVAGEABLE MATERIALS. (IN NO EVENT MAY DISPOSAL OF RECORDS BE MADE PERTAINING TO ACCOUNTS, CLAIMS, OR DEMANDS INVOLVING THE GOVERNMENT OF THE U.S. WHICH HAVE NOT BEEN SETTLED OR ADJUSTED BY GAO WITHOUT

WRITTEN APPROVAL OF THE COMPTROLLER GENERAL, AS REQUIRED BY 44 U.S.C. 3309.)

1. SCRAP OR SALVAGEABLE MATERIAL REPORTS. Copies of reports submitted to higher authority and related correspondence and papers (other than reports covered in par. 4010.2).
2. RECORDS RELATING TO THE SALVAGE AND DISPOSAL OF SCRAP BY PRIVATE CONTRACTORS. Correspondence, declarations from contractors, invoices, memoranda approving payment, and other related and supporting papers.
3. RECORDS REGARDING SALES OF SCRAP AND SALVAGEABLE MATERIAL
(Exclude records of Sales of Real Property - See SSIC 11011)
 - a. Property Disposal Correspondence Files. Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.
 - b. Excess Personal Property Reports
 - c. Surplus Property Case Files. Case files on sales of surplus personal property, comprising invitations; bids, acceptances, lists of materials, evidence of sales, and related correspondence.

(1) Transactions subsequent to July 25, 1974, of more than \$10,000; and transactions prior to July 26, 1974, of more than \$2,500.

(a) Records on which actions are pending

(b) Records on which no actions are pending

Destroy when 2 years old.

Retain on board. Destroy when 4 years old.

Destroy when 2 years old.
(GRS 4.4)

Destroy when 3 years old.
(GRS 4.5)

Destroy 6 years after final payment. Files on which actions are pending should be brought forward to next year's files for disposal ~~therein~~. Destroy 6 years after final payment. (GRS 4.6a)

Place in inactive file on final payment and transfer to FRC 2 years thereafter. Destroy 6 years

after final payment.
(GRS 4.6a)

(2) Transactions subsequent to July 25, 1974, of \$10,000 or less; and transactions prior to July 26, 1974, of \$2,500 or less.

(a) Records on which actions are pending

Destroy 3 years after final payment.
Bring forward to the next year's files for disposal therewith. *destruction*
~~Destroy 3 years after final payment.~~ (GRS 4.6b)

(b) Records on which no actions are pending

Close file at the end of each fiscal year. Destroy 3 years after file is closed. (GRS 4.6b)

~~d. Real Property Files. Records necessary or convenient for the use of real property sold, donated, or traded to non-federal ownership, including, if pertinent, as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided that (a) the records can be segregated without harm to other documents of enduring value, (b) no responsibility attaches to the government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) if the property is released for historical use or purpose, the user agrees to retain and return them to the federal government immediately upon the discontinuance of its use for historical purposes.~~

~~Transfer to new custodian upon completion of sale, trade, donation proceedings, or acceptance of purchase money mortgage. (GRS 4.7)~~

SSIC 4015EQUIPPING AND ALLOWANCE DOCUMENTS (MARINE CORPS ONLY) RECORDS

1. MASTER COPIES OF TABLES OF EQUIPMENT AND TABLES OF ALLOWANCES

a. Fleet Marine Force Activities

Retire
Permanent. ~~Transfer~~ to
WNRC 5 years after
issuance of new tables of
allowance and equipment.
Transfer Offer to NARA when 20
years old.

b. Non-Fleet Marine Force Activities

Retain on board. Destroy
when cancelled or super-
seded.

2. ROUTINE CORRESPONDENCE FILES. Files which pertain to modifications of allowances for MARCORPS equipment. Include correspondence received from MARCORPS activities and responses by Headquarters, MARCORPS (HQMC).

Transfer to WNRC when 3
years old. Destroy
when 6 years old.

SSIC 4020-4029PETROLEUM RECORDS

Related records under SSIC 4021 Naval Petroleum Reserves, SSIC 4022 Strategic Petroleum Reserve, SSIC 4023 Synthetic Fuels and Fuel Quality, SSIC 4024 Petroleum Requirements, SSIC 4025-Petroleum Stocks, SSIC 4026 Petroleum Management, SSIC 4027- Petroleum Procurement, and SSIC 4028-Petroleum Consumption should be retired to FRC's under SSIC 4020.

(Replacement Text)
LEUM
ROLEUM
EMENTS,
NT, AND

SSIC 4020PETROLEUM RECORDS

2.
1. GENERAL CORRESPONDENCE FILES. Files and reports relating to the internal operation and administration of petroleum supply.

Destroy when 2 years old.)

2. MILITARY PETROLEUM SUPPLY RECORDS

a. Primary Program Records. Files contain ~~broad~~ energy policy documents and directives pertaining to petroleum requirements, procurement, stock, consumption, and reserves. Files also include documents pertaining to international agreements and negotiating histories on petroleum supplies. *These ~~records~~ files are maintained by The Navy Petroleum Office and Headquarters Naval Supply Systems Command.*

Apply par 4000.1
Permanent. ~~Retire~~ *transfer to NARA when 20 years old.*
when 4 years old. ~~transfer to~~

3. Fuel Reports. Reports prepared or accumulated by military petroleum supply activities at the department level for fuel procurement management purposes. ~~(See par. 10340 for other fuel reports.)~~ Included are petroleum products status and program reports, reports of bulk (fuel) liftings, and fuel production or output reports (such as aviation gasoline and alkylate reports). *Exclude fuel reports filed under SSIC 10340.1 and SSIC 10340.3.*

(1) Summary reports

Destroy when ⁵ years old.

(2) Activity's reports including feeder reports used to prepare summary reports

Destroy when 2 years old.

3.4 SOURCE DATA FILES. Pamphlets, bulletins, catalogs, and other publications industry analyses, copies of statistical and analytical reports, and other similar information materials and data pertaining to fuel (petroleum) matters (including production, usage, consumption, export and import, and international commerce). These records are used only for reference purposes and to facilitate planning and local action for the procurement and distribution of petroleum.

Retain on board. Destroy when superseded, cancelled, obsolete, or purpose is served.

SSIC 4030-4039³⁵

GENERAL PACKAGING RECORDS

Related records under SSIC 4031- Cleaning, SSIC 4032- Preservation, SSIC 4033- Packaging, SSIC 4034- Packing, and SSIC 4035- Markings, Labels, and Designations should be retired to FRC's under SSIC 4030.

III-4-7

(new text)

ADD A

SSIC 4041ADVANCED BASE FUNCTIONAL COMPONENT RECORDS

1. ADVANCED BASE FUNCTIONAL COMPONENT SYSTEM. System measures planning, procurement, assembly, and shipping of material and personnel that are needed to satisfy facility support requirements. Supports CNO requirement to maintain a detailed Advanced Base Functional Component Initial Outfitting List (ABIOL) for the Naval Construction Force. System is maintained at FACSO, Port Hueneme, CA and supports CBC Port Hueneme; CBC Gulfport, MS; CBC Davisville, RI; Fleet Material Support Office, Mechanicburg, PA; and NAVFACENGCOMD HQ.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

ADD 3

2. TABLE OF ALLOWANCES SYSTEM (TOAS) System lists required equipment and supplies for each Naval Construction Facility. Provides a baseline for calculating stock for NAVFAC Advanced Base Initial Outfitting List (ABIOL). System maintained at FACSO Port Hueneme, CA.

a. Master file and historical data tapes

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper

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

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

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

ADD C

3. INVENTORY MANAGEMENT DATA BASE SYSTEM System contains 2C cog catalog items for the Advanced Base Functional Component (ABFC) System and Table of Allowances (TOA) System. Provides National stock numbers and equipment category code levels. System maintained by FACS0, Port Hueneme and supports all 3 CBC's.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

THE RECORDS IN THIS (4030-4039) SERIES ARE RELATED TO GENERAL PACKAGING RECORDS AND INCLUDE CLEANING, PRESERVATION, PACKAGING, PACKING, AND MARKINGS, LABELS, AND DESIGNATIONS RECORDS.

SSIC 4030

GENERAL PACKAGING RECORDS

GENERAL

1. CORRESPONDENCE, REPORTS, AND PAPERS. Documents accumulated by activities and offices in connection with the operation and administration of naval packaging programs and techniques, including cleaning, preservations, packing, marking, labeling, and material designation. Exclude primary program correspondence filed under SSIC 4000.1A.

Retire
Transfer to FRC when
Destroy when 2 years old.
1 year old. Destroy when
3 years old.

2. OTHER PACKAGING ~~PROGRAM~~ RECORDS

ADVANCED BASE RECORDS

SSIC 4040 - 4041

Retain on board. Destroy
when obsolete or purpose
is served.

~~Records to be destroyed under SSIC 4041. All records to be destroyed under SSIC 4041.~~

SSIC 4040-4041

ADVANCED BASE PROGRAM RECORDS

1. GENERAL CORRESPONDENCE FILES. Files of a routine nature pertaining to advanced naval bases and correspondence. Files pertaining to advanced base functional components as described in OPNAV 41P3, (Table of Advanced Base Functional Components). Files also include material planning, procurement, assembly, and shipping of material and personnel to satisfy facility support requirements. Also includes initial outfitting lists. Exclude primary program correspondence filed under SSIC 4000.1A

Retain on board. Destroy
when 4 years old.

10A
DBB
FOUO

SSIC 4045

NATO COMMON INFRASTRUCTURE PROGRAM/NATO LOGISTICS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence relating to the providing of facilities, utilities, and fixed equipment required to support military forces acting under NATO Command. III-4-8 Exclude primary program correspondence filed under SSIC 4000.1A

Destroy when 2 years old.

GENERAL

2.1 CORRESPONDENCE AND OTHER DOCUMENTATION ASSOCIATED WITH THE PREPARATION OF PROPOSED INFRASTRUCTURE PROJECTS *includes File includes plans, drawings, specifications, work orders, and proposals*

3. INFRASTRUCTURE PROJECT ACCOMPLISHMENT FILES. *Contains periodic reports on completion of Navy infrastructure projects and progress toward completion of annual goals*

Retain on board. Destroy when 5 years old.

Retain on board. Destroy when project has been audited and a financial certification has been issued.

SSIC 4050HOUSEHOLD GOODS AND PERSONAL PROPERTY RECORDS

1. HOUSEHOLD GOODS CONTRACT FILES. Contract records relating to the packing, shipment, or storage of household and personal goods.

a. Case Files Relating to Transactions of \$²⁵10,000 or Less

Destroy 3 years after completion of action.
GRS 3.4.a(2)

b. Case Files Relating to Transactions of More than \$²⁵10,000

Place in inactive file upon completion of action and ~~transfer~~ ^{refile} to FRC when 1 year old or no longer needed for reference. Destroy when 6 years and 3 months old.
GRS 3.4.a(1)

c. Contracts, Purchase Orders, Procurement, or Contract documents. Files other than those covered in pars. 4050.1.a and 4050.1.b

(1) When maintained for reference (informational) purposes only

Retain on board. Destroy upon completion of contract or when no longer needed.

(2) When maintained for other than reference purposes

Retain on board. Destroy 1 year after completion of action on related contract, subcontract, or other purchase document.

d. Procurement or Contracting Officer's Company Files

Current correspondence between Contracting Officer and companies included also are user comments and complaints against contractors.

Retain on board. Destroy when superseded, cancelled, or company is removed from qualified bidders' list or other record.

e. Contract Control or Number Assignment Records. Cards, logs, or other similar records used to account for contract numbers assigned or as control or index record of contracts, purchase orders, task orders, or subsidiary contracts, or to control the distribution of contracting documents, including records of contract modification numbers.

(1) Master files used as cross reference indexes to contract or purchase order files

Retain on board. Destroy with related contract files.

(2) All other records

Retain on board. Destroy 1 year after completion of all listed contracts.

f. U.S. Government Tax Exemption Certificates

Retain on board. Destroy when ³/₅ years old. GRS 3.13.

2. HOUSEHOLD GOODS SHIPMENT FILES. Bills of lading, shipment orders, and supporting papers relating to the packing and shipment of household goods and other personal property.

Apply ~~par. 4610~~ dispositions for SHIPMENT records under ~~SSIC 46~~ appropriate subsection of SSIC 4610.

3. PERSONAL PROPERTY DISPOSAL (CASE) FILES. Records relating to the receipt, storage, and disposal of lost, abandoned, or unclaimed personal property and personal effects of deceased or missing persons, and related cards or other index control records.

a. If Personal Property and Effects are Returned to Proper Recipient

Destroy 2 years after date of delivery.

b. If Property is Unclaimed

Retain on board. Destroy 5 years after property is sold or otherwise disposed of.

c. If Property is Unclaimed Because Person is Deceased or Missing

Retain on board. Destroy 8 years after date of death or date of determination that missing person is deceased.

SSIC 4060

PERSONAL SERVICE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to internal operations and administration of special services such as cafeterias, laundries, commissary stores, ship stores, Navy lodges, recreation funds, etc. (Exclude primary records covered in pars. 4000.1 and 7000.1.)

Under SSIC

a. Navy

Destroy when 2 years old.

b. MARCORPS

Retain on board. Destroy when ³/₄ years old.

ADD A

3. OFFICIAL PERSONNEL FILES OF EMPLOYEES OF ACTIVITIES OPERATED WITH NONAPPROPRIATED FUNDS. Less employees of the Navy Resale System retired under SSIC 4066.2.a.

Transfer to NPRC (CPR), St. Louis, MO, 1 year after separation. NPRC will destroy 75 years after birth date of employee (60 years after the date of the earliest document in the file if the date of birth cannot be ascertained) or 5 years after the latest separation, whichever is later.

NC1-330-80-3

2. FINANCIAL AND OTHER RECORDS OF PERSONAL SERVICE ACTIVITIES
OPERATED WITH NONAPPROPRIATED FUNDS

Apply appropriate sub-Sections
item of ~~para. 1746~~ and
7010. ~~SSIC~~

ADD A ~~Personal Files~~
3. ~~PERSONAL RECORDS OF EMPLOYEES OF ACTIVITIES OPERATED WITH~~
~~NONAPPROPRIATED FUNDS~~ ~~Less Employees of Navy Resale Systems~~
~~Required under SSIC 4066.2.a~~

Apply ~~par. 4066.2a.~~
~~SSIC~~

SSIC 4061

MESSES AND CAFETERIAS RECORDS

1. ACTIVITIES' RATION AND SUBSISTENCE REPORTS. Reports and related records concerning the requisition, receipt, log, issue, sale, transfer, and inventory of subsistence; rations allowed and fed; computation of enlisted dining facility allowances; over or under issue status; monthly records of rations and types of personnel reports include the Quarterly Enlisted Dining Facility Operating Statement with the required consumption survey and transfer and inventory substantiating documents; the monthly Ration and Sales Reports with required vouchers and billing certifications, and the monthly Special Meal Reports.

Destroy when 1 year old.

a. Afloat Activities

Destroy when 2 years old.

b. Ashore Activities

2. REFERENCE FILES. Copies of uniform ration laws, Navy food service publications, Armed Forces Product Evaluation Committee Reports, food item specifications and standards, recipes, menus, and publications, catalogs, bulletins, brochures, and papers relating to provisions, rations, and subsistence and used only for reference or to facilitate local operation.

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

(ADD B)

SSIC-4061

MESSES AND CAFETERIAS RECORDS

3. RECIPE AND MENU PRICING SYSTEM (RAMPS) The system has a master file which contains all recipes used in Navy Mess Halls. Five reports are available as output. They provide: 1. An audit list/error list of all input transactions; 2. A list of all recipes on the master file; 3. The ingredients for each recipe and the price of each ingredient; 4. The portion per serving and selling price for each recipe/item; and 5. The calculation and the list of components for the basic daily food allowance.

- | | |
|---|---|
| a. <u>Master file and historical data tapes</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

SSIC 4064LAUNDRY RECORDS

1. RECORDS OF LAUNDRY AND DRY CLEANING ESTABLISHMENTS OPERATED WITH APPROPRIATED OR NONAPPROPRIATED FUNDS. Records include internal operating and production records such as dry cleaning and laundry receipts, delivery records, pick-up records, daily or other production records and similar papers.

Destroy when 2 years old.

SSIC 4065COMMISSARY STORES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files include reports and related papers, concerning the internal operation and administration of commissary store functions and copies of monthly operating reports submitted to higher authority.

Destroy when 2 years old.

2. COMMISSARY STORE RETURNS. Returns include records of the MARCORPS commissary store officers, manual store returns for each accounting period, and summarizing sales and receipts or procurements of supplies. (See also ~~par.~~ 7323.)

a. Navy

Destroy when ³2 years old.
(GRS B.4)

b. MARCORPS

Destroy when ³2 years old.
(GRS B.4)

SSIC 4066EXCHANGES RECORDS

1. ADMINISTRATIVE FILES. Correspondence, reports, and other records pertaining to the general administration of exchanges.

a. General Correspondence Files. Files include advisory notices such as Merchandise Advisory Notice (SS 185) and Sundry Advisory Notice (SS 186).

(1) Advisory notice filed with related record

(2) Records documenting the overall administration of the exchange

~~(3) All other records~~

b. ^{customer complaint} Special Correspondence. Important matters such as legal issues, ~~controversial issues, complaints, etc.~~

c. Application for Navy Exchange Privileges

d. Copies of Request for Proposals, and Proposal Contract Amendments, and Various Standard Services Schedules. Services include laundry and dry cleaning, gasoline, barber, bakery, optical, etc.; contract forms for vending operations and equipment rental agreements maintained by services department; and copies of maintenance agreements maintained by maintenance departments.

e. Standard Navy Exchange Forms Requisitions, Requests for Equipment, and Sign Requisitions

f. Card or Other Control Records. Records include number control record of purchase request or goods received, number old control records of vehicle/maintenance work, and signature cards.

g. Exchange Security Records. Records include monthly security reports.

Retain on board
Destroy with related record.

Retain on board. Destroy when 4 years old.

~~Destroy when 2 years old.~~

Retire
~~Transfer~~ to nearest FRC when 11 years old.
Destroy when 10 years old.

Retain on board. Destroy when files have served their administrative purpose.

Retain on board. Destroy 1 year after completion of action on related contracts.

Destroy when 1 year old.

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

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

a. Employee History Files. ^{Official Personnel File} Files includes such records as termination interviews, personnel information questionnaires, personnel action requests for payment-death benefit, designation of beneficiary-death, employee leave, notice of claims, attending physician's statement, return to work notices, designation of beneficiary for unpaid compensation, personnel requisitions, group hospital insurance, group catastrophe and comprehensive medical expense benefit, and application for participating in (NAVRESO) retirement plan. ^{NAVRESO Support Office}

Transfer to NPRC (CPR),
St. Louis, MO, 30 days
after separation. NPRC
will destroy 75 years
after birth date of
employee (60 years after
the date of the earliest
document in the file if
the date of birth cannot
be ascertained) or 5 years
after the latest
separation, whichever is
later.

NCI-330-80-3

b. (NRS) Enrollment Request--Self Study Course and Training Records NAVY RESALE SYSTEM

Destroy when 60 days old
or purpose is served,
whichever is earlier.

c. Absence Authorization Slips

- (1) If the time card has been initialed by the employee
- (2) If the time card has not been initialed by the employee

Destroy at the end of
the applicable pay period.

Destroy after GAO audit
or when 3 years old,
whichever is earlier.

3. PAYROLL FILES. Records relating specifically to exchange payrolls.

a. Employee Earnings Records and Employee Payroll Earnings
Records

(1) Security copies of documents, prepared or used for disbursement by treasury disbursing officers, with related papers.

Destroy when FRC receives second subsequent payroll or checklist covering the same payroll unit. (GRS 2.13a)

(2) All other copies

(a) If earning record card is maintained

Destroy after GAO audit or when 3 years old, whichever is earlier. (GRS 2.13b(1))

(b) If earning record card is not maintained

Transfer to NPRC, St. Louis, MO, when 3 years old. Destroy when 10 years old. (GRS 2.13b(2))

b. Overtime Authorizations

(1) Forms such as Optional Form 1130 or equivalents

(a) Payroll preparation and processing copies

Destroy after GAO audit or when 3 years old, whichever is earlier. (GRS 2.3a(1))

(b) All other copies

Destroy 6 months after the end of the pay period. (GRS 2.3a(2))

(2) Flexitime attendance records. Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under the flexitime system.

Destroy after GAO audit or when 3 years old, whichever is earlier. (GRS 2.3b)

c. Payroll Savings Authorizations and Machine Listings of Annual Employee Pension Contribution

(1) U.S. Savings Bond Authorization Standard Form 1192 or equivalent, and authorization for individual allotment to the Combined Federal Campaign (CFC)

(a) If record is maintained on earning record card

Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred. See Treasury Fiscal Requirements Manual, par. 6020.20e for instructions relating to savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions relating to CFC authorizations. (GRS 2.4a(1))

(b) If record is not maintained elsewhere

Destroy 3 years after supersession, or 3 years after separation of employee. See par. 4066.3c(1)(a) above for transfer instructions. (GRS 2.4a(2))

(2) All other authorizations, including union dues and savings

(a) If record is maintained on earning record card

Destroy when superseded or after transfer or

(b) If record is not maintained elsewhere

separation of employee.
(GRS 2.4b(1))

Destroy 3 years after
supersession, or 3 years
after transfer or separa-
tion of employee. (GRS
2.4b(2))

Destroy when 2 years old.
(GRS 2.17a)

Retain on board. Destroy
4 years after cancelled or
superseded by new cer-
tificate. (GRS 2.18a)

d. Report of Current Period Hours and Other Earnings

e. Tax Withholding Exemption Certificates

f. Time Cards, Payroll Registers, Payroll Checks and Registers, Payroll Accounting Distribution and Analysis Reports, Payroll Vouchers, Casual/Advance Employee Pay, and Employers's Quarterly Federal Tax Return

(1) Withholding tax exemption certificates such as IRS Form W-4 and similar state tax exemption forms

Retain on board. Destroy
4 years after form is
superseded or obsolete.
(GRS 2.18a)

(2) All other records

Retain on board. Destroy
when 4 years old.

4. MERCHANDISE INVENTORY FILES. Files of detailed supporting documents pertaining to merchandise inventories at exchanges such as merchandise transfers "out," merchandise transfers "in," inter-exchange transfers and seasonal merchandise transfers; departmental summary records for net transfers, departmental physical inventories, and retail price changes; adding machine tapes of total cost and total retail value or transfers; retail transfer summaries; price line

Destroy when 2 years old.
(GRS 3.9a)

inventory sheets and retail inventory records; location accountability reports; inventory aging summaries and merchandise inventory summaries; inventory affidavits; inventory count sheets and department summary sheets; and work in process folders containing inventory sheets, shipping labels, and machine record listings of units sold, purchased, and in stock.

5. **REPORT OF GOODS RECEIVED FILES.** Records relating to the receipt of merchandise, including copies or reports of goods received, supplemental records of goods received, and applicable shipping documents; tracer inquiries and merchandise follow-up requests and other documents related to the follow-up of merchandise shipments.

Destroy when 2 years old.

6. **STOCK CONTROL FILES.** Records used by management for the control and procurement of merchandise stores at warehouse and on the sales floor.

a. Stock Control Records. Unit merchandise records, stock record cards, stock replenishment cards, unit reorder records, and vendor procurement records.

Destroy when 2 years old.

b. Location Distribution Records

Destroy when 1 month old or purpose is served, whichever is earlier.

7. **OPERATIONS FILES.** Records relating to the reporting of planned and actual exchange operations.

a. Open-to-Buy Records. Open-to-buy plans, open-to-buy status reports, preliminary departmental operating statement, operating statements, reports of departmental operations-retail, reports of departmental operations-services, and distribution of exchange net profit.

Destroy when 2 years old.

b. Shipment Sales Reports and Listings of Open Orders

Destroy when 1 year old.

c. Comparison of Departmental Operations and Comparison of Overall Operations

(1) Fiscal year-end copy

Retain on board. Destroy when 5 years old.

(2) Other copies

Retain on board. Destroy when purpose is served.

d. Operating Budgets and Plans for Retail and Service Departments

Destroy upon receipt of statements (DP 1, DP 2, DP 3A, and DP 3B).

8. SALES AND CASH FILES. Records relating to sales, cash control, and disbursements of exchange operations.

a. Copies of Listings of Cash Received

Destroy when 3 months old.

b. Sales Tallies, Sales Slips for Retail Items of \$25.00 or More, Package Store Sales Slips, Salepersons Daily Cash Reports, and Returned Merchandise Credit Invoices

Destroy when 1 year old.

c. Check Register Transmittal Reports, Salespersons Daily Cash Reports, Daily Sales Summaries, Daily Cash Reports, Sales Summary Worksheets, Cost of Sales Worksheets, Cash Payments Receipts, Overring and Refund Memos, Cash Vouchers, Analyses of Returned Checks, Sales Invoices for K-1 and E-1 Departments, Men's/Women's Equipment Orders, Mailing Labels and Alteration Work Tickets

Retain on board. Destroy when 4 years old.

d. Copies of Layaway Tickets

Destroy when 2 years old.

9. MAINTENANCE FILES. Records pertaining to utilization, operation, and maintenance of automotive vehicles and preventive/corrective maintenance programs, alterations, and authorized construction.

a. Maintenance Managers Semi-Annual Vehicle Reports, Driver's Weekly Vehicles Reports, Vehicle Maintenance Repair Orders, Vehicle Maintenance Requests, Maintenance Repair Orders, Maintenance Requests, Preventive Maintenance Schedule Cards, Maintenance Department Statistical Data, and Master Work Order Register

Destroy when 1 year old.

b. Exchange Summary of Facility Improvements Project Request Evaluation and Determinations, Project Post Audits, Facility Improvement Requests, and Equipments

Destroy when 2 years old.

10. INSURANCE FILES. Correspondence and other records ~~relating to programs~~, including such records as loss or damage claims, copies of notice of claims, attending physician's statements, and return to work notices; reports of loss in overseas transshipment via Military Sealift Command (MSC) space charter or commercial vessel, uninsured parcel post loss reports, equipment loss reports, cash and merchandise loss reports and automotive collision loss reports; employer's first reports of injury or occupational disease; group insurance enrollment cards; unemployment compensation for federal employees; verification of wage and separation information, and request for information or reconsideration of federal findings; operator's reports of motor vehicle accident, automobile accident or loss notices, and liability accident notices.

Destroy when 3 years old.

11. SERVICE DEPARTMENT OPERATING FILES. Records relating to services performed, operating and cost reports, unit and cost control records, and records of personalized services.

a. Auto Service and Repair Job Sheets. Files include receipt and miscellaneous service records, daily reports of operation--service station and pump island cash sheets; department K-4 daily cost controls, monthly cost control summaries, unit control records, item cost cards, and batch control cards; summaries of vending costs, monthly vending machine reports, vending machine reports, vending machine cash control records, and vending machine cash control slips; monthly sales outlet report and monthly laundry

and dry cleaning reports; monthly tailor shop daily work process reports; overseas automobile sales program information and rental registers, personalized services reports, and daily sales transcripts (K-7 and K-8).

(1) SS 5, copy 3

(2) All other records

b. Navy Lodge Registrations

c. Copies of Child Care Center Program Records. Records relating to personal and medical information such as statements of admission physical reports, personnel data cards, personal cards, personal health records, report of annual physical examinations, and pre-employment physical--physician's report.

Destroy when 90 days old.

Destroy when 1 year old.

Destroy when 1 year old.

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

12. PAID INVOICE FILES. Correspondence and other records relating to the procurement and payment of merchandise for exchange operations. Included are such records as copies of vendor's invoices, remittance statements, charge-backs, credit memos, purchase orders (SS 101, copy 3, only if entire order is cancelled). Cancellation notices, approved invoice registers and central imprest account remittance statement and checks.

Destroy when 2 years old.

13. ACCOUNTING FILES. Records relating to the financial management of ^{Navy and Marine Corps} exchange operations consisting of reports, documents, end of voyage returns, and machine record listings.

a. Register of Accounting Transactions

Destroy upon receipt of
Detail Ledger at end of
month.

b. Reports of Accounting Documents Transmitted

Destroy upon receipt of
next SS 311 report.

c. Copies of Statement of Account Balances. Records include detailed supporting statements, accrual reports, fiscal year-end check lists of accounting documents, statements of accounts receivable, cancellation notices, chargebacks, credit memos, retail price changes (SS 100), charge-backs (SS 105), credit memos (SS 201, copy 4), merchandise transfers, ledger sheets, detail ledgers, journal vouchers, accrual journal vouchers, advisory notices, analysis of account 113, returned checks, layaway sales, daily reconciliations, journal vouchers; copies of reports of sales and expenditures in foreign countries, and machine listings of fixed assets.

(1) Retail price changes (SS 111, copy 3)

Destroy when 1 month old.

(2) Cancellation notices (SS 102, copy 2)

Destroy when action completed.

(3) All other MSC exchange accountability records

Destroy when 3 years old.

Military Sealift Command
d. (MSC) Exchange Accountability Records. Records including end of voyage returns, month-end documents and other related records such as daily sales reports, cash register reports, check remittance reports, price adjustment vouchers, multi-purpose forms, end of voyage accountability reports, and statements of work performed--civilian exchange location officer.

(1) Retail price changes (SS 111, copy 3)

Destroy when 1 month old.

(2) Cancellation notices (SS 102, copy 2)

Destroy when action completed.

(3) All other records

Destroy when 3 years old.

e. Current Fixed Asset Record Cards (SS 107)

Retain on board. Forward with item when item is

ADD A

Special Services, sometimes referred to as Welfare and Recreation Activities, are local command organizations established to provide a broad spectrum of recreational and entertainment activities and opportunities for naval personnel and their dependents. Non-appropriated funds, such as Navy Resale System and Ships Stores Afloat profits, are allocated to these activities.

f. Transfer Delivery Receipts

transferred to another activity. Destroy 1 year after item becomes obsolete or is sold/scrapped.

Destroy when 3 months old.

g. Remittance Correction Requests and Adjustment Records--Uniform and Equipment

Destroy when 1 year old.

SSIC 4067SHIPS STORES AFLOAT RECORDS

1. GENERAL CORRESPONDENCE FILES. Reports and related papers concerning the operation and administration of ships stores functions.

Destroy when 2 years old.

2. SHIPS STORES RETURNS. Returns for each accounting period and summarizing sales and receipt or procurement of supplies.

Destroy when 2 years old.

SSIC 4069SPECIAL SERVICES RECORDS *(ADD)* ↓

1. GENERAL CORRESPONDENCE, REPORTS, MINUTES, REVIEWS, AND SIMILAR RECORDS. Records relating to internal operation and administration.

Destroy when 2 years old.

2. INTERNAL PROGRAMMING MATERIALS AND UTILIZATION RECORDS. Records include program schedules, promotion bulletins/pamphlets, and similar records.

Destroy when 1 year old or purpose is served, whichever is earlier.

3. CUSTODY RECEIPTS. Receipts pertaining to inventory, checkout, or issue of equipment.

a. If Required for Audit/Inventory Purposes

Destroy when 1 year old.

b. If not Required for Audit/Inventory Purposes

Destroy when 3 months old.

4. MOTION PICTURE OPERATIONS RECORDS. Records include logs, inspection, and transfer reports, inventories, and similar records.

Destroy when 1 year old.

5. OTHER REPORTS (not covered elsewhere)

Destroy when 2 years old.

SSIC 4080MOBILIZATION LOGISTICS RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, and other records that document the establishment, development, and accomplishment of naval war reserve policies, plans, and programs.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

These records are maintained only by program managers in Chief of Naval Operations (CNOA), Commandant of the Marine Corps, and Naval Supply Systems Command and designated Program Managers.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of all activities and offices (departmental and field) and departments, divisions, or other organizational units of activities or offices relating to the operations and administration of the war reserve program (~~other than~~ *exclude* records covered *in par. 4080.1).*
under SSIC

Destroy when 2 years old.

3. WAR RESERVE REPORTS. Reports relating to all phases of the war reserve program. Submitted to or summarized in report to higher authority which includes Prepositioned War Reserve Stock Material (PWRSM) Financial Readiness Status Reports; NAVSUP RCS (4080-3) Prepositioned War Reserve Readiness Reports.

Destroy when 3 years old.

Add A

~~SSIC 4082~~~~LOGISTICS SUPPORT REQUIREMENTS RECORDS~~

2. COMPUTERIZED WORKLOAD PROJECTION AND BUDGETING SYSTEM A standardized workload and budgeting system that facilitates long range planning and rapid interchange of information between the Naval Aviation Logistics Center and the Naval Air Rework Facilities. CWPABS consists of 4 subsystems: Workload subsystem, capacities and allocation subsystem, rates development subsystem, and pricing subsystem. A Navy wide system maintained at Naval Avionics Center, Indianapolis, IN.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

(ADD B)

³2. METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING

System provides participating activities with a standardized system for the recall and scheduling of test and monitoring systems (TAMS) and metrology standards into calibration facilities and for the documentation of data pertaining to calibration actions performed by these activities. The system provides for the collection, correction, analysis, and collation of data as well as distribution of data products to requiring activities. A Navy wide system maintained at Naval Avionics Center, Indianapolis, IN.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

(ADD C)

4

4. SERMIS SUPPORT EQUIPMENT RESOURCES MANAGEMENT INFORMATION

A multi-command on-line aviation information system to replace the Aircraft Maintenance Material Readiness List (AMMRL) and the Support Equipment Rework Depot Level and Transaction Reporting/Asset Query System (TRAQS). System maintained by Naval Avionics Center at NARDAC New Orleans links NAVAIRSYSCOM HQ, Chief of Naval Reserve, COMNAVAIRLANT, COMNAVAIRPAC, NAVAVNLOGCEN Pax River, and Chief of Naval Air Training Corpus Christi, TX

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

(ADD)

⁵
4. AIRCRAFT RESOURCES MANAGEMENT SYSTEM (ARMS) System provides for the efficient collection, manipulation and presentation of data associated with the aircraft resources of the Naval Air Test Center. The parameters addressed by the system are: aircraft utilization, flight crew utilization, and expense of aircraft. System supports NATC Patuxent River, MD; NAS Point Mugu, CA.; and OP-05.

a. Master file and historical data tapes

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper

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

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

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

(100E)

6
8. GROUND SUPPORT EQUIPMENT DEPOT REWORK MANAGEMENT ADP System provides depot capability tracking, aircraft rework scheduling, rework status reporting, cost accounting, and rework budget data presentation. System supports: NAVAIRSYSCOM HQ; Naval Air Rework Facility (NARF) NAS Alameda, CA; NARF NAS San Diego, CA; NARF NAS Jacksonville, FL; NARF NAS Norfolk, VA; NARF NAS Pensacola, FL; and NARF MCAS Cherry Point, NC.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

ADD F

7.
8. INFORMATION REQUIREMENTS CONTROL AUTOMATED SYSTEM (IRCAS)
System maintains a data bank of all aviation logistics report-
ing requirements levied by activities subordinate to CNO. System
maintained by NAVAIRSYSCOM.

a. Master file and historical data tapes.

Retain on board. Destroy
after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy
when no longer required.

c. Output data and reports-COM and paper.

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

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

Retain on board. Destroy
when superseded or no
longer needed for refer-
ence.

(ADDG)

8

7. NAVAIR INDUSTRIAL FINANCIAL MANAGEMENT SYSTEM (NIFMS) System consists of seven separate but interrelated subsystems designed to provide a standard financial management system at the six Naval Air Rework Facilities. Budget data and performance standards are integrated with the accounting system to provide management officials of the NARF's with required data and reports. System has the capability to compare costs among the various rework facilities.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

(ADD H)

9
8. NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT SYSTEM MODULE 1 .
System is designed to establish and maintain an integrated maintenance and material computer based management information system that executes the policy of the Naval Aviation Maintenance Plan (NAMPS). This MIS will serve the maintenance activities at the organizational and intermediate command levels, together with the associated support activity.

- | | |
|---|---|
| a. <u>Master file and historical data tapes</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

(ADD I)

10.

9. STANDARD ACCOUNTING AND REPORTING SYSTEM (STARS) System provides NAVAIR managers with financial information required to manage programs. This uniform accounting system provides current financial status for all appropriations: Procurement; O&MN; O&MN,NR; and RDT&E,N.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper

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

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

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

ADDJ

11.
~~10.~~ TRANSACTION REPORTING/ASSETS QUERY SYSTEM (TRAQS) An on-line data base system designed to assist COMNAVAILANT and COMNAVIRPAC in the distribution of support equipment assets; to provide users with on-line access to the in use inventory TRAQS data base vis terminal, allowing them to update the data base as transactions occur.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper

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

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

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

ADD K

^{12.}
~~11.~~ WORKLOAD CONTROL SYSTEM (WCS) The major uniform command management information system supporting the six NAVAIRREWORK-FAC's in performing the depot maintenance functions for aircraft, engines and their components and accessories, ground support equipment, trainers, and training equipment

a. Master file and historical data tapes

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper

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

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

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

SSIC 4081LOGISTICS SUPPORT PLANS AND POLICIES RECORDS

1. LOGISTICS SUPPORT PLANS AND POLICIES RECORDS. Records include areas of Logistics Support Mobilization Plan (LSMP), Continuity of Operation Plan (COOPLAN), and emergency plans and duplicate records. *Exclude Primary Program records maintained by Program managers under SSIC 4080.1.*

Retain on board. Destroy when cancelled or superseded.

SSIC 4082LOGISTICS SUPPORT REQUIREMENTS RECORDS

1. LOGISTICS SUPPORT MANAGEMENT RECORDS. Records containing information regarding logistics support requirements. *Exclude primary program records maintained by designated Program managers under SSIC 4080.1.*

Retain on board. Destroy when cancelled or superseded.

ADD A Thru K (in order) →

SSIC 4100-4109GENERAL CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS

THE RECORDS IN THIS (4100-4109) SERIES ARE RELATED TO GENERAL CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS AND INCLUDE ENERGY CONSERVATION AND INTEGRATED LOGISTICS SUPPORT RECORDS.

SSIC 4100GENERAL CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS

Related records under ~~SSIC 4101 - Energy Conservation and~~ SSIC 4105 - Integrated Logistics support should be retired under SSIC 4100.

(ADD A)

SSIC 4101ENERGY CONSERVATION RECORDS

1. ANALYSES FOR CONSERVING ENERGY SYSTEM System tracks energy consumption at the activity level and establishes a Navy data management control point for energy conservation efforts. System is maintained at FACSO, Port Hueneme and supports: all NAVFAC Engineering Field Divisions within the Continental US; NAVFAC-ENGCOM, Pearl Harbor; NAVFAC HQ; and Commandant Marine Corps.

- | | |
|---|---|
| a. <u>Master file and historical data tapes</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

(ADD B)

2. ENERGY AUDIT REPORTING SYSTEM System provides shore activity energy consumption reports quarterly, showing Navy-wide trends and changes from a fiscal year 1975 baseline in energy use per gross square foot of building area. Provides annual reporting of facility energy information and conservation audit data for submission to Department of Energy by 1 July each year. Navy-wide system is maintained by FACSO, Port Hueneme.

- | | |
|---|---|
| a. <u>Master file and historical data tapes</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

(ADD C)

3. ENERGY CONTROL REPORT SYSTEM System provides information on the funding of energy conservation projects as well as justification for the projects. The Energy Control Report (ECR) contains information describing each project with project purpose, energy cost ratio, project audit information, a proposed schedule for accomplishment, and a schedule of progress. System is Navy-wide and maintained by FACSO, Port Hueneme.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

(ADD D)

SSIC ~~4140~~~~INTEGRATED MATERIAL MANAGEMENT RECORDS~~

3 SUBMARINE MATERIAL SUPPORT SYSTEM System provides the Superintendent of Shipbuilding Conversion and Repair a method for maintaining the status of government furnished material utilized in the process of submarine overhaul at private (non-Naval) shipyards. System is executed at NARDAC Norfolk, VA.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

1. COPIES OF REPORTS SUBMITTED TO HIGHER AUTHORITY. Reports relating to conservation and utilization of material resources program dealing with energy conservation and integrated logistics support.

Destroy when 2 years old.

2. RESOURCE PROGRAM RECORDS SUBMITTED TO HIGHER AUTHORITY

Destroy when 2 years old.

3. ENERGY CONSERVATION FILES. Files containing information relating to the development and implementation of rules for effecting energy conservation (consists of regulations, guidelines, standards, etc.).

Retain on board. Destroy when superseded or cancelled.

ADD A
ADD B & C

SSIC 4110

INTEGRATED MATERIAL MANAGEMENT RECORDS

1. GENERAL CORRESPONDENCE FILES AND REPORTS. Papers concerning integrated material management including the assignment, transfer, and inventory management of items of supply ~~(other than primary program (departmental) files covered in par. 4000.1)~~ which are maintained by Systems Commands Program Managers or at Inventory Control Points. *Exclude Primary program records maintained by the Imm Program manager in NAV SUP and filed under SSIC 4000.1.*

Destroy when 2 years old.

2. HISTORY DATA RECORDS AND CARDS. Work history cards or records for supply assignment purposes and related listings which are maintained by Systems Commands Program Managers or at Inventory Control Points.

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

ADD D

SSIC 4120

STANDARDIZATION RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files, reports, and related papers pertaining to Navy and Department of Defense (DOD) standardization and interchangeability programs and to qualified

Destroy when 2 years old.

products lists, including reports relating to the standardization of commodities in the federal supply classification system.

2. SPECIFICATION RECORDS. Records used in the preparation and utilization of specifications, standards, qualified products lists, and interchangeability items.

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

SSIC 4121

SPECIFICATIONS RECORDS *Related records under SSIC 4122-Standards*
REFERENCE COPIES OF should be retired to FRC's under SSIC 4121.

1. SPECIFICATIONS AND STANDARDS PLANS AND DRAWINGS FOR MATERIALS AND EQUIPMENT. Specifications include those relating to federal, military, Navy Department (including MARCORPS) and other specifications, standards, and engineering plans and drawings for naval materials and equipment. *Exclude record copy by activity having design or other cognizance filed with master file under SSIC 4121.2a.*

Retain on board. Destroy when superseded, cancelled, or purpose is served, whichever is earlier.

2. SPECIFICATIONS AND STANDARDS OR DESIGN (CASE) FILES

a. Master Files. Files accumulated by naval activities or offices having design, procurement, or specification cognizance of items having DOD coordination control of items. They consist of master copy (original or master microfilm negative or other reproducible copy thereof) of final approved drawing, plan, specification, or standard, together with summary papers pertinent to the development and final approval of the specification, standard, drawing, or plan. They also include summary requirement and test procedures (RTPs) and copies of change notices or modifying directives.

- SPECIFICATIONS*
- (1) ~~Master plans and drawings~~ for ordnance material
 - (2) ~~Aeronautical material~~ *Specifications for Aircraft, Aeronautical, and Astronautical material.*
 - (3) ~~Ship's plans~~ *Engineering Drawings and Specifications*

Appropriate Section of SSIC
 Apply ~~per~~ 8000.10
Appropriate Section of SSIC
 Apply ~~per~~ 13000.10
SSIC
 Apply ~~per~~ 9085

specifications for electronic equipment
(4) ~~All other material~~

b. Reference Case Files. Files accumulated for reference purposes only.

c. Other Case Files. Preliminary drafts or diagrams of specifications or standards, test results, comments, working and progressing papers, and other records accumulated in connection with the development or modification of specifications.

3. SPECIFICATION REPORTS. Reports including design specification reports, together with related correspondence, and background data and copies of reports submitted to activity or office assigned cognizance over the equipment or material items.

STANDARDS RECORDS

~~SSIC 4122~~

SSIC 4123

QUALIFIED PRODUCTS LISTS RECORDS

~~Permanent~~. Place in inactive file upon completion or when item becomes obsolete. Transfer inactive file annually to nearest FRC. ~~Offer to NARA when 20 years old. 5 years after item becomes obsolete.~~

Retain on board. Destroy when specification is approved, cancelled, superseded, or no longer needed for reference purpose.

Destroy when 2 years old.

Destroy when 1 year old.

~~Apply par. 4121.2~~

ADD A

SSIC 4160TECHNICAL MANUAL PROGRAM

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, and other records of Systems Command Headquarters and other departmental offices having overall publication program responsibilities, and that document the development, establishment, and execution of overall plans, policies, and procedures of the technical manual program.

Permanent. Retire to WNRC when 4 years old.
Transfer to NARA when 20 years old.

2. TECHNICAL MANUAL DEFICIENCY EVALUATION REPORTS (TMDER) Messages or letter reports citing deficiencies or errors or recommending revisions to Technical Manuals.

Destroy when correction to publication has been made by issuing permanent change or superceding revision.

3. DIRECTIVES. Instructions, notices, handbooks, and guidance manuals relating to the publications program.

Destroy when superceded or cancelled.

4. EQUIPMENT/SYSTEM TECHNICAL MANUALS OR MANUFACTURERS INSTRUCTION BOOKS. Publications that contain discription and instructions for installation, operation, maintenance, and overhaul of major items of equipment and shipboard systems.

a. Record copy held by NAVSEA Central Technical manual Management Activity, Naval Ship Missile System Engineering Station, Port Hueneme, CA.

Permanent. Retire to WNRC when obsolete or no longer needed for reference.
Transfer to NARA when 20 years old.

b. All other copies.

Destroy when obsolete, cancelled, superceded, or no longer needed for reference.

1. IDENTIFICATION LISTS. Lists which identify the specification, manufacturer, or distributor, item by part or model number or trade name, place of manufacture, and the test report involved.

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

SSIC 4130

CONFIGURATION MANAGEMENT RECORDS

GENERAL

1. CONFIGURATION MANAGEMENT CORRESPONDENCE, INSTRUCTIONS, NOTICES, STUDIES, AND OTHER RECORDS. Systems commands and inventory control points (program managers and major logistical activities) files that document the development and accomplishment of significant plans, programs, studies, or projects involving configuration management. Files of all supply activities and offices (department and field) and department, division, or other organizational units of activities and offices relating to the operation and administration of the configuration management system. (Exclude ^{primary} program records covered in ~~para. 4000.1 and 2.~~)

SSIC

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

SSIC 4140

USMC LIFE CYCLE COST MODEL (LCCM) RECORDS

RECORDS ARE ACCUMULATED IN GENERATING ALL COSTS/PARTIAL COSTS RELATED TO THE R&D AND OPERATION AND SUPPORT (O&S) PHASES OF A PRIMARY END ITEM. COSTS DEVELOPED ARE DISPLAYED IN POM/BUDGET FORMAT FOR THE EXPECTED LIFE.

Retain on board for the life of the item; transfer to WNRC one year later. Destroy 10 years ~~after transfer to WNRC; item removed from the inventory~~

(ADD) →

SSIC 4200-4399

CONTRACTING RECORDS

THE RECORDS IN THIS (4200-4399) SERIES ARE RELATED TO GENERAL CONTRACTING (IMPREST FUNDS (CASHIER APPOINTMENT LETTERS), CONTRACTING AUTHORITY AND RESPONSIBILITY, PERMANENT DELEGATIONS, EMERGENCY DELEGATIONS, AND CONTRACT MANAGEMENT REVIEWS) RECORDS AND INCLUDE INTRA-NAVY ACQUISITION ASSIGNMENTS (COORDINATED ACQUISITIONS (WITHIN DEPARTMENT OF DEFENSE)), INTERDEPARTMENTAL ACQUISITIONS (GOVERNMENT) (FEDERAL SUPPLY SCHEDULE CONTRACTS, DELIVERY ORDERS TO OTHER GOVERNMENT AGENCIES, LOCAL OR DECENTRALIZED CONTRACTING, AND SMALL PURCHASES), FOREIGN CONTRACTING (BUY AMERICAN ACT, CONTRACT REQUESTS, SPECIFICATIONS, FUNDING, DELIVERY TIME OR PLACE, AND JUSTIFICATIONS), CONTRACTING OFFICER APPOINTMENT (ORDERING OFFICER APPOINTMENT), FORMAL ADVERTISING (NEGOTIATION), CONTRACT COST PRINCIPLES (CONTRACT PRICING PRINCIPLES AND GOVERNMENT PRICE CONTROLS), ACQUISITION FORMS (CONTRACT CLAUSES), GENERAL CONTRACTS (FIXED-PRICE CONTRACTS, COST-TYPE CONTRACTS, LABOR HOUR AND TIME AND MATERIAL CONTRACTS, OTHER, AND SUBCONTRACTS), DISSEMINATION OF CONTRACT INFORMATION (CONTRACT STATISTICS AND CONTRACT ADMINISTRATIVE LEAD TIME (CALT)), GENERAL RESPONSIBILITY OF OFFEROR (PRE-AWARD SURVEYS), CONTRACT CLEARANCE (BONDS AND INSURANCE), CONTRACT ADMINISTRATION (CONTRACTOR PERFORMANCE, DELIVERY AND SHIPMENT, AND DEFAULT), GOVERNMENT PROPERTY (GOVERNMENT FURNISHED AND CONTRACTOR ACQUIRED), LABOR AND MANPOWER (INSPECTION AND ACCEPTANCE), DISPUTES/STRIKES (PROTESTS AND APPEALS, CONTRACTOR CLAIMS, EXTRAORDINARY CONTRACTUAL ACTIONS, AND OTHER CLAIMS), CONTRACT TERMINATION (RENEGOTIATION AND STATUTORY PROFIT LIMITATIONS), BUSINESS (CLAIMANT GOALS AND PERFORMANCE; MINORITY BUSINESS ENTERPRISE; FRAUD AND IRREGULARITIES; DEBARRED, INELIGIBLE, OR SUSPENDED CONTRACTORS; AND EEO PROGRAM NONAWARDABLE CONTRACTORS), AND IN-LEASE ADMINISTRATION RECORDS.

SSIC 4200

GENERAL CONTRACTING RECORDS

1. CONTRACTING RECORDS. Records are accumulated by activities and offices in connection with their performance of all aspects of pro-

curement functions. The series covers records documenting all types of contracts, including fixed-type contracts, facility contracts, construction and maintenance contracts, letter contracts, letters of intent, purchase orders, and any other type of contractual agreement. Also included are amendments, changes, and supplementary agreements to any procurement action. The disposal provisions do not apply to any records pertaining to outstanding exceptions, unsettled claims for or against the United States, such as records which shall be preserved until final clearance or settlement of matters and until the applicable time period authorized for the file has expired.

a. General Correspondence Files. Correspondence files of operation procurement units concerning internal operation and administration matters not covered ~~in this schedule.~~
elsewhere under SSIC 4200.

(1) Documents in the contractor general file pertaining generally to the contractor and not relating to any specific contract

Destroy when 2 years old.

(2) Routine documents which pertain only to specific contracts

Destroy when 2 years old.

(3) Documents not routine in nature which pertain to specific contracts

Destroy when 2 years old.

b. Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.

(1) Procurement or purchase organization copy and related papers

(a) Transactions of more than ²⁵ \$10,000 and all construction contracts exceeding \$2,000. *Exclude transactions containing indemnification provisions*

Retain on board. Destroy 6 years and 3 months after payment. (GRS 3.4a(1))

ADD A

~~SECRET~~

(c) Contracts and other transactions containing provisions whereby the contractor indemnifies the government against damage, loss, malfunction, personal injury, or any other condition.

Cut off file at the end of the fiscal year and retire to nearest FRC. Destroy at the end of the period of indemnification. Retiring activities must specify destruction date on SF 135 used to retire records.

(b) Transactions of \$²⁵10,000 or less and construction contracts under \$2,000. *Exclude transactions containing indemnification provisions.*

Destroy 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years, and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.) (GRS 3.4a(2))

Destroy when funds are obligated. (GRS 3.4b)

Destroy upon termination or completion. (GRS 3.4c)

ADD A →

(2) Obligation copy

(3) Other copies of records described above used by component element of a procurement office for administrative purposes

c. Supply Management Files. Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of DOD reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).

(1) Copies received from other units for internal purposes or for transmission to staff agencies

Destroy when 2 years old. (GRS 3.5a)

(2) Copies in other reporting units and related work papers

Destroy when 1 year old. (GRS 3.5b)

d. Solicited and Unsolicited Bids and Proposals Files

ADD A

SSIC 4330CONTRACT ADMINISTRATION RECORDS

1. UNIT IDENTIFICATION CODE SYSTEM (UIC) A system to maintain an updated file of unit identification codes and mailing addresses for all Navy and Marine Corps activities and other specific non-government institutions. Extracts of the UIC information are provided on a monthly basis to other ADP systems and is used to produce the monthly NAVCOMPT Chapter 5, Volume II. File maintained at NARDAC Washington; functional sponsor is NAVCOMPT.
- | | |
|---|---|
| a. <u>Master file and historical data tapes</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

ADD B

2. CONTRACT INFORMATION STATUS SYSTEM This system updates administrative, accounting, supplies line items, services, schedules, supplemental data requests and modification headers after an edit of the contract abstract. Follow-ons, such as shipment performance notices (SPN's), acceptance alerts (PK5's), and contract closeouts (PK9's) are processed to track the progress of the contract until all deliverables are accepted. Close-outs are then initiated. This Navy wide system is maintained at NARDAC, Washington. Information is transmitted between the Central Accounting Office, purchase office, and acceptance site.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

ADD C

SSIC 4335

CONTRACTOR PERFORMANCE RECORDS

1. CONTRACTING INFORMATION SYSTEM System provides a data base, which identifies and describes all contractors, who have either expressed a desire to do business with NAVFAC, who have done business with NAVFAC in the past, or who are currently engaged in a contract with NAVFAC. Navy-wide system supporting all NAVFAC Engineering Field Divisions and maintained by FACS0, Port Hueneme.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

(1) Successful bids and proposals.

Destroy with related contract case files. (GRS 3.6a)

(2) Solicited and unsolicited unsuccessful bids and proposals

(a) When filed separately from contract

Destroy when related contract files are completed. (GRS 3.6b(1))

(b) When filed with contract

Destroy when related contract case files are completed. (GRS 3.6b(2))

(3) Cancelled solicitation files. Formal solicitations of offers to provide products or services (e.g., invitations for bids, requests for proposals or requests for quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.

Retain on board. Destroy 5 years after date of cancellation. (GRS 3.6c(1))

e. Contract Appeals Case Files. Files consisting of notices of appeal or acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.

Retain on board. Destroy 10 years after final action or decision. (GRS 3.19)

ADD A, B, & C in order

SSIC 4400-4499

SUPPLY/MATERIAL RECORDS

SSIC 4400GENERAL SUPPLY/MATERIAL RECORDSGENERAL

1. ~~GENERAL~~ CORRESPONDENCE FILES. Files of activities (including inventory control points, supply departments, stock points, and other offices or units) relating to the operation and administration of their supply functions. (~~Exclude program records covered in para. 4000.1 and 2.~~)

Destroy when 2 years old.

2. REPORTS, DATA, AND PAPERS. Documents prepared or accumulated by activities and offices or other organizational units performing supply functions, ~~exclusive of~~ ^{exclude} reports specifically authorized for other disposal.

a. Supply Activity or Office Copies

Destroy when 2 years old.

b. Copies Maintained in Other Organizational Units

Destroy when 1 year old or unit is disestablished, whichever is earlier.

c. Copies Used as Working Papers or Maintained for Information

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

3. STOCK CUSTODY RECORDS OR EQUIPAGE STOCK CARDS

Retain on board. Destroy 2 years after discontinuance of item, stock balance is transferred to new card or recorded under a new classification, or equipment is removed from agency control.

4. RECORDS OF STOCK LOCATIONS

Retain on board. Destroy when record is superseded or upon depletion of stock.

5. IDENTIFICATION FILES. Copies of stock lists or supply catalogs, specifications, and other publications, indexes, card records, tickler or suspense files, and other similar files relating to the identification of supplies, property, equipment, or other materials, or used as locator records for supplies and equipment or as suspense devices for supply operations.

~~Retain on board.~~ Destroy when superseded, cancelled, obsolete, or 2 years after date of list.

6. CASH TRANSACTION RECORDS. Records maintained to report transactions to disbursing and fiscal officers. (See also par. 7302.9.)

Destroy when 2 years old.

7. MARCORPS FIELD SUPPLY ANALYSIS OFFICES RECORDS. These records are accumulated by these offices in connection with their analysis and evaluation of MARCORPS activities supply procedures.

a. Copies of Field Examination Team Reports. Reports, supporting documents, and related correspondence for activities or units.

Destroy upon completion of next examination and submission of new report to HQMC.

b. Copies of MARCORPS Field Supply Analysis Office Receipts, Expenditures, and Payment Documents. Copies of vouchers and other documents pertaining to MARCORPS stock fund and appropriation stores accounts and to commissary store purchases and cash sales, monthly reconciliation statements of receipts from purchases, matched monthly reconciliation registers, and related EAM cards and monthly registers of documents unmatched at month's end, and other similar documents used in connection with performance of supply analysis functions.

Destroy 1 year after completion of reconciliation.

c. Administrative Correspondence. Correspondence pertaining to the performance of administrative functions and transactions in analyzing and reporting effective procedures.

Destroy when 1 year old.

SSIC 4402SHIP STORES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records concerning the establishment, operation, and administration of ship stores. (See also par. 4440.) *(Ship store inventory records should be filed under SSIC 4440)*

Destroy when 2 years old.

SSIC 4403REPLACEMENT AND EVALUATION PROGRAM (R&E) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files consisting of letters, messages, memoranda, and other related material created/maintained by MARCORPS field activities. The MARCORPS Replacement and Evacuation Program is designed to extend the service life of MARCORPS ground support equipment (from radio sets to tanks), except small arms, by providing for timely replacement and evaluation for rebuild on a cyclic basis.

Destroy when 3 years old.

SSIC 4406SUPPLY AFLOAT RECORDS

1. GENERAL CORRESPONDENCE FILES. *Files consist of letters, memoranda, messages relating to the shipboard supply function.*
2. STOCK RECORDS (SHIPS WITHOUT AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)). Records such as Stock Record Card Afloat form.

Destroy when 3 years old.

Destroy after the next
Supply Operation
Assistance Program
(SOAP) Inspection.

3. CUSTODY RECORDS. Controlled equipment custody records which are maintained for certain operating space items selected by the fleet commander, type commander, or ship's commanding officer for special inventory controls.

Retain on board. Destroy when material is transferred or surveyed.

4. LOCATOR/INVENTORY RECORDS (SHIPS WITHOUT ADPE). Afloat/Inventory Record forms or inventory lists which indicate storeroom locations and inventoried quantities of stock material.

a. New Lists

Retain on board. Destroy upon completion of the next inventory of the same material.

b. All Other Lists

Destroy after the next SOAP Inspection.

5. PROCUREMENT DOCUMENTS (SHIPS WITHOUT ADPE). DD Form 1348, DD Form 1149, NAVSUP Form 48, and similar documents used to requisition purchase of shipboard materials and services.

Retain on board. Destroy, with receipt documents attached, 1 year after completion.

6. CONSUMPTION DOCUMENTS (SHIPS WITHOUT ADPE). Documents used to issue materials to requesting shipboard work centers and to report consumption to the cognizant type commander.

Retain on board. Destroy originals 1 year after copies are forwarded to the cognizant type commander, or after the next supply management inspection, whichever is later.

7. DEMAND FILES (SHIPS WITHOUT ADPE). Copies of NAVSUP Form 1250, NAVSUP Form 1114, or other documents used to maintain a record of demands for nonstocked materials.

Retain on board. Destroy when demand frequency qualifies the material to be stocked or after the next SOAP Inspection, whichever is earlier.

(ADD A)

~~SSIC 4406~~SUPPLY AFLOAT RECORDS

10. SUPPLY EFFECTIVENESS CONSUMPTION SYSTEM (SECS) System provides users with a means to collect and summarize basic consumption data generated in the normal course of supply operations afloat. The supply effectiveness/consumption report provides information to type commanders and individual ships on supply readiness, material consumption, material deficiencies, comparative supply performance, and the obligation and utilization of funds.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

8. EXPENDITURE INVOICE FILES (SHIPS WITHOUT ADPE). DD Form 1348-1, 1348, or 1149, NAVSUP Form 154, or other expenditure documents used to transfer or survey material.

Retain on board. Destroy 1 year after completion of the transfer or survey.

9. TRANSACTIONS FILES (SHIPS WITH ADPE). Transaction ledgers/cumulative transactions ledgers (comprising records identified in pars. 4406.2 and 4406.4-8).

a. Discrepancy Reconciliation Required

Destroy when 2 years old.

b. Discrepancy Reconciliation Not Required

Destroy when 1 year old.

ADD A →

SSIC 4408

SPARE AND REPAIR PARTS RECORDS

1. TECHNICAL DATA AND RELATED INFORMATIONAL PAPERS. Papers concerning spare and repair parts maintained by supply-control or by maintenance and repair activities. (~~See also pars. 4440 and 4700.~~)

Retain on board. Destroy when superseded or cancelled, or aircraft, ship other craft, or equipment is removed from the supply system *support.*

SSIC 4410

CATALOGING, MATERIAL IDENTIFICATION, AND CLASSIFICATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Files, copies of reports, and other papers accumulated by activities and offices in connection with the performance of cataloging functions and the development of Federal Item Identification Guides (FIIGs) and of material item identification and classification. Include papers relating to the

Destroy when 2 years old.

assignment (or revision or deletion) of standard stock numbers.
(Exclude primary program records maintained at the ~~departmental~~
level covered in par. 4000.1.) *Systems Command*

2. ITEM (COMMODITY) SPECIFICATIONS AND STANDARDS

a. Specifications and Standards Records Used to Support Specific Procurement or Other Supply Actions. *Files include studies, reports, analyses, test results, and consumer surveys.*

~~Retain on board.~~ Destroy
1 year after action is
completed.

b. Specifications and Standards (Including Blueprints and Related Card Records) Used for Material Cataloging, Identification, Classification, or Reference Purpose (Drawings, Blueprints, Microfilm, Microfiche, etc.)

Retain on board. Destroy
when superseded, can-
celled, upon completion
of action, or no longer
needed for reference.

3. ITEM IDENTIFICATION RECORDS. Master item (commodity) identification or history cards, microfilm, or other records maintained for individual items of supply, together with related cross-reference files; material or equipment data cards; and listings or other records maintained for material identification or supply purposes. Also, include item control cards, and other card records of standard supply, standard catalog, or other items.

a. Master Item Identification, History Card, Microfilm, or Other Similar Records

Retain on board. Destroy
when material or equip-
ment is deleted from the
supply system.

~~b. All Other Records~~

~~Retain on board. Destroy
when superseded, can-
celled, or purpose is
served.~~

4. COPIES OF BLUEPRINTS AND DRAWINGS, OR THEIR EQUIVALENTS, FOR
EQUIPMENT IN ALL COMMODITY ITEMS MAINTAINED BY SUPPLY CENTERS
OR OTHER ACTIVITIES
OR

*Destroy when item is
deleted from the
supply system*

a. ~~Specification Files~~

~~Apply appropriate sub-~~
~~item of par. 4121.~~

b. ~~Originating Activity's Master File Copy~~

~~Apply appropriate sub-~~
~~item of par. 4121.~~

5. MARCORPS CARD RECORDS OF SERIAL NUMBERS OF ALL WEAPONS (INCLUDING SMALL ARMS AND CREW-SERVED) AND BINOCULARS.

a. Serial Number Entered on Transfer Document

~~Retain on board.~~ Destroy
when item is transferred
or otherwise disposed of.

b. Serial Number Not Entered on Transfer Document

Destroy 3 ~~year~~ years
after transfer document
number has been entered
on card.

SSIC 4419

REPAIRABLES MANAGEMENT RECORDS

1. SUBJECT FILES. Files relating to the functions of repairables management, including general correspondence, instructions, audit reports, and point papers.

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

SSIC 4420-~~4421~~

MATERIAL SUPPLY COORDINATION RECORDS

1. GENERAL CORRESPONDENCE FILES. Reports and related papers concerning material missions, material cognizance assignments and

Destroy when 2 years old.

control matters, and the performance of supply and technical functions in regard to material (stock) coordination (other than primary program (departmental) files covered in par. 4000.1).

2. HISTORY DATA CARDS AND EQUIPMENT OR MATERIAL CARDS MAINTAINED FOR SUPPLY COORDINATION PURPOSES AND RELATED LISTINGS

~~Retain on board.~~ Destroy when superseded, cancelled, or no longer needed for ~~supply~~ reference.

SSIC 4422

MATERIAL COGNIZANCE ASSIGNMENTS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files and other records concerning the assignment or transfer of cognizance over supply items, or the stocking or discontinuance of stocking items by supply-control activities or other stocking points and intersupply support agreements. (Include item control recommendations.)

Destroy when 2 years old.

2. MATERIAL COGNIZANCE TRANSFER REPORTS

Destroy when 2 years old.

3. ITEM COGNIZANCE COMMODITY CARD RECORDS. Records or lists reflecting such data as the code (stock number) and the commodity group (inventory control point) assigned supply coordination cognizance.

Retain on board. Destroy when superseded, cancelled, item cognizance is transferred, or item is deleted from the supply system, ~~provided reference needs have been served.~~

SSIC 4423

EQUIPPING/PROVISIONING AND ALLOWANCES RECORDS

GENERAL

1. ^ CORRESPONDENCE, STUDIES, AND OTHER RECORDS. Records that document the establishment and development of support policies, procedures, plans, and programs relating to provisioning and allowance development for ships and activities and the subsequent actual equipping of those ships and activities maintained by the NAVSUP, MARCORPS activities, the Chief of Naval Operations (CNO), technical bureaus and single manager agents under the operational control of DON. (Exclude program records covered in pars. 4000.1 and 2.)

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

SSIC 4424MATERIAL OBLIGATION VALIDATION (MOV) RECORDS

MATERIAL OBLIGATION VALIDATION (MOV) REQUESTS AND CONTROL CARDS WITH SUPPORTING DOCUMENTATION RELATED TO THE VERIFICATION OF CONTINUING NEED FOR MATERIAL ORDERED.

Destroy 1 year after cancellation or completion of requisition.

SSIC 4430MATERIAL RECEIPT RECORDS

1. MATERIAL RECEIPT AND EXPENDITURE INVOICES, TOGETHER WITH SUPPORTING CORRESPONDENCE AND PAPERS, INVOLVED IN THE TRANSFER OF MATERIAL. Correspondence including copies of requisitions, invoices, requisition/issue documents, contract receiving reports, and similar forms.

a. Proof of Delivery or Receipt Files

Destroy when 2 years old.

b. All Other Copies

Destroy when 1 year old.

2. MATERIAL ACCEPTABILITY OR RECEIPT INSPECTION REPORTS. Copies of reports relating to the acceptability of material received, such as

Destroy when 1 year old or corrective or other

inspection and receiving reports; order and inspection reports; reports of damaged or improper shipments; reports of failure, unsatisfactory, or defective materials; other related records prepared by recipient activities.

action has been taken, whichever is later.

3. MATERIAL RECEIPT CONTROL FILES. Logs, listings, check-off sheets, extra copies of notices of shipments, or other documents used as a record of expected supplies or shipments, or as a progress record of the status of requisitions or shipments, or for any other similar control or suspense purpose (and not utilized as a voucher or stock account record).

Retain on board. Destroy upon receipt of material, completion or cancellation of requisition, or receipt of notice of shipments, whichever is earlier.

4. MARCORPS ACTIVITIES DELIVERY CASE FILES FOR ITEMS OF SUPPLIES AND EQUIPMENT. Files comprise such records as requisitions, authority slips, authority or transfer orders, shipping documents, and related papers.

Retain on board. Destroy 2 ~~fiscal~~ years after final payment.

5. MARCORPS ACTIVITY MEMORANDA RECEIPTS FOR CUSTODIAL TYPE ITEMS

~~Retain on board.~~ Destroy 1 year after receipt is closed out, superseded, or when property is returned.

SSIC 4431

MATERIAL SHORTAGES RECORDS

1. LOCAL CONTROL RECORDS OR REPORTS. Records relating to the shortage or non-availability of supplies at stocking points or to their availability at other stocking points or supply sources.

Destroy when 3 months old or ~~purpose is served,~~ whichever is earlier.

SSIC 4440INVENTORY CONTROL RECORDS

THESE RECORDS ARE ACCUMULATED BY INVENTORY CONTROL POINTS, INCLUDING SUPPLY-DEMAND CONTROL POINTS, SINGLE-MANAGER OPERATING AGENCIES, SUPPLY DEPOTS, NAVAL RETAIL OFFICES, AND OTHER SUPPLY OFFICES AND ORGANIZATIONAL UNITS OF OTHER ACTIVITIES OR OFFICES PERFORMING SUPPLY AND INVENTORY CONTROL FUNCTIONS. THESE FUNCTIONS ASSURE A PROPER BALANCE BETWEEN THE SUPPLY OF AND DEMAND FOR ITEMS OF MATERIAL, SUPPLY INVENTORY RECORDS RELATING TO CURRENT INVENTORIES AND ALLOWANCES, SUPPLY LEVELS, STOCK STATUS AND REPLENISHMENT, AND FINANCIAL INVENTORY CONTROL (THE RECONCILIATION OF COST AND COST CONTROL WITH STOCK OR PROPERTY ACCOUNTING RECORDS).

1. INVENTORY REPORTS. Inventory reports, ^{and} ~~together with related correspondence, and other records, not specifically covered in this paragraph.~~ Include inventory control reports, reports of receipt and maintenance of supply items, financial inventory summary reports, stores accounting transactions and semi-annual vouchers/invoice tape printouts, and reports of material surveys.

Destroy when 2 years old.
(GRS 3.10c)

2. STOCK ON HAND RECORDS. Records relating to physical counts of stock on hand.

Destroy 1 year after
reconciled with stock
(card, tape, or other)
entries.

3. REQUIREMENT ESTIMATE FILES

Destroy when 1 year old.

4. DAILY (STOCK STATUS) TRANSACTION LEDGERS OR LISTINGS. Summaries of daily transactions.

a. Historical Listing Prepared

Destroy when 1 year old
or next inventory is
completed, whichever is
later.

- b. Historical Listing Not Prepared Destroy when 3 years old.
5. HISTORICAL LISTINGS OF STOCK STATUS TRANSACTIONS Destroy when 3 years old.
6. CONSOLIDATED (DAILY, MONTHLY, QUARTERLY, OR OTHER) STOCK STATUS TRANSACTION REPORT RECORDS Destroy when 1 year old.
7. STOCK SLIPS Destroy after procurement document is prepared and expected receipt is posted to stock record.
8. DETAIL STOCK CONTROL (SINGLE LINE ITEM TRANSACTION) CARDS SUCH AS NAVSUP FORM 801 AND DD FORM 1487
- a. Stock Account Copies. Include stock accounts at MARCORPS supply centers. Destroy when 1 year old.
- b. Data Processing Installation Copies. Copies used to transceive stock account transactions to supply center or others. Destroy after monthly transaction register listing of transceived cards or month end summary of expenditure listing has been prepared.
- c. Supply Centers Data Processing Installation Copies. Copies used to transceive stock account transaction within the complex. Destroy when 3 months old.
9. STOCK DUES (EXPECTED RECEIPT) SINGLE ITEM TRANSACTION CARDS SUCH AS DD FORM 1487 Destroy upon receipt or cancellation of complete shipment.
10. RECEIPT STOCK CONTROL RECORDS (HEADER CARDS SUCH AS NAVSUP FORM 782) OR EQUIVALENT TAPED RECORD Destroy when all stock record accounting actions

11. INVOICE HEADER CARDS
have been completed and verified.
Retain on board. Destroy when invoices have been verified and distributed.
12. INVENTORY TALLIES, INVENTORY CONTROL REGISTERS, OR REPORTS
Destroy upon completion of next inventory and after all adjustment actions have been taken.
13. INVENTORY TRIAL BALANCE RECORDS (CARDS OR OTHER RECORDS)
Destroy after completion of next inventory.
14. CHANGE NOTICES
- a. Stock Accounting Change Cards
Destroy 1 year after item is deleted from supply system.
 - b. Price Change Cards
Destroy when superseded or revised list is received.
 - c. All Others
Destroy when action is completed.
15. STOCK ACTION RECORDS. Card or other record used for such actions and transferring items.
Destroy when action is completed.
16. STOCK STATUS NOMENCLATURE CARDS OR TAPES
Destroy when superseded by new card or tape and report for next reporting period has been prepared and released.

17. STOCK LOCATOR CARD

Destroy when superseded or item is no longer carried in stock.

18. SUMMARY-TO-DATE RECORDS AND OPENING/CLOSING INVENTORY RECORDS (INVENTORY BALANCE ADJUSTMENT AND COUNT CARDS)

Destroy 4 months after inventory is completed and all adjustments made.

19. MECHANIZED STOCK STATUS OR INVENTORY CONTROL BALANCE OR SUMMARY (CARD) RECORDS

a. Stock Status Balance Cards

Destroy when new stock balances or summary data cards have been prepared.

b. Stock Status and Replenishment Cards

Destroy when data are reproduced for replenishment purposes upon next replenishment cut off.

c. Stock Accounting Balance Cards

Destroy when item is deleted from stock.

d. Transaction Item Report Cards

Destroy when the zero stock status is reported to the supply-demand or inventory control point at the next replenishment period if the item is included in a category of items under active item reporting.

e. Similar Records Created or Used in Connection with Inventory Updating and Stock Status Reporting

Destroy after reporting the preparation and verification of updated card or other record and release of report for next accounting period.

20. TAPED INVENTORY CONTROL AND STORES PROCESSING RECORDS. Magnetic or punched tapes created or used in connection with receipt control processing, inventory updating and stock status reporting, and stores reporting. (See also par. 4443 for other financial inventory accounting reporting records.)

a. Receipt Control Processing Tapes and Receipt Control Master Tapes

(1) Tapes bearing date of stock status cut off

Destroy after preparation of third generation tape (third successive updating).

(2) Master receipt control tapes (other than those with stock status cut off date) and receipt control daily action tapes

Destroy after preparation of second generation tape (second successive updating).

(3) Receipt control total completed action master tapes

Destroy after successfully merged with total completed action master tape.

(4) Procurement action status report tapes

Destroy after completion and release of next procurement status report.

(5) Other receipt control processing tapes

Destroy when superseded or successfully updated or merged, provided tapes have been verified in accordance with accepted EDPM procedures, or after preparation and approval of printout or report.

b. Inventory Updating and Stock Status Report Tapes

(1) Master inventory tapes

Destroy after preparation of third generation tape.

(2) Transaction reporting tapes

Destroy when updated and successfully merged with master inventory record.

(3) Merged transaction reporting tapes

Destroy after preparation of third generation tape.

(4) Status reporting printing tapes

Destroy after completion of next subsequent stock status report.

(5) Other inventory or stock status reporting tapes

Destroy when superseded or successfully merged and verified in accordance with accepted EDPM procedures, or when preparation and approval of next subsequent printout or report.

c. Stores Reporting Tapes. Tapes used by inventory control points and supply centers in the monthly stores reporting process.

(1) Year-to-date summary tapes used as next monthly input

Destroy after determination that updating was successful.

(2) Financial transaction summary reporting tapes including MARCORPS east and west tapes

(a) Stores reporting output (printing) tapes and year ending summary tapes

Destroy 15 days after next monthly return or other reports have been prepared, approved, and distributed, unless otherwise notified by HQMC.

(b) Other tapes used in stores reporting process

Destroy when updated or superseded and new tapes have been verified.

(c) Voucher/invoice and daily inventory and stores processing tapes of supply centers

1. Semi-annual voucher/invoice tapes

Destroy when 6 months old provided all required printouts have been prepared and approved.

2. Daily stores detail tapes, labor roll/material charges and credit tapes, and material receipts/expenditures tapes

Destroy 45 days after after submission of end of fiscal year return and 30 days after submission of other monthly returns,

(ADD A)

~~SSIC 4440~~~~INVENTORY CONTROL RECORDS~~

23. MATERIAL MANAGEMENT SYSTEM This system provides inventory control for all material used in ship overhauls and refits at all 8 Naval Shipyards. System provides online inventory query response via terminals throughout shipyard industrial area.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

24. SHIP EQUIPMENT CONFIGURATION ACCOUNTING SYSTEM (SECAS)

System provides configuration status accounting for ship equipment for use by the Fleet, Type Commanders, and NAVSEA. System is maintained at Naval Weapons Station, Concord, CA and supports/links NAVSEA, Weapons Stations, and the 8 Naval Shipyards.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper

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

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

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

3. Daily voucher/invoice tapes

unless notified to hold longer.

Destroy after third successive updating of the supply center inventory.

4. Inventory tapes

Destroy after third successive updating.

5. Other tapes used by supply centers in connection with the reporting of financial inventory reporting.

Destroy after third successive updating. Apply ^{appropriate Section 551C} ~~para~~ A 4443.

21. CARDS, TAPES, OR OTHER RECORDS USED INCIDENTALLY IN INVENTORY CONTROL PROCESSING

Destroy when superseded, related listings or reports have been prepared, or purpose is served.

22. MANUAL (NON-MECHANIZED) STOCK CONTROL RECORDS. Stock control and other records involving inventory accounting status and replenishment.

a. Stock Control Cards. Cards used in inventory accounting.

Destroy when 1 year old or balance is recorded on a new card.

b. Stock Status and Stock Replenishment (Stock Account) Card Records

Destroy when 1 year old.

c. Other Stock Record Cards, Lists, or Similar Records

Destroy when superseded or stock is depleted.

ADD A →
ADD B →

(ADD A)

~~SSIC 4441~~~~ALLOWANCES RECORDS~~

2. AVIATION CONSOLIDATED ALLOWANCE LIST SYSTEM (AVCAL)

System provides aviation parts information (and funding citations to requisition these parts) necessary to support deploying air squadrons aboard an aircraft carrier.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

ADD13

~~SSIC 4442~~SUPPLY LEVELS RECORDS

3. FINAL TITLE STOCK INVENTORY SYSTEM System provides management support concerning on-hand assets, reservations, excesses and deficiencies in the various final title stock inventory accounts. Provides capability for reservation, establishment, modification and conversion of COSAL unit loads. System maintained at FACSO, Port Hueneme and supports NAVFAC HQ, NAVSUP Program Manager, and all CB Centers.

a. Master file and historical data tapes

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper

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

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

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

(ADD C)

4. PREPOSITIONED WAR RESERVE MATERIAL STOCK SYSTEM Sysyem evaluates assets and deficiencies in the 2C cog inventory and enables the Navy to determine its readiness to respond to contingency plans. System is sponsored by CNO (OP-44); maintained at FACSO, Port Hueneme; and supports all CB Centers.

- | | |
|---|--|
| a <u>Master file and historical data tapes</u> | Retain on board. Destroy after 3rd system backup |
| b <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c <u>Output data and reports.-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals</u> | Retain on board. Destroy when superseded or no longer needed for reference |

(ADD)

5. MATERIAL REQUIREMENTS PLANNING SYSTEM System provides audit trails between Joint Chiefs of Staff Contingency Plans and current Naval Construction Force stock assets. System is maintained at FACS0, Port Hueneme and supports NAVFAC HQ and all CB Centers:

a. Master file and historical data tape

Retain on board. Destroy after 3rd system backup

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper

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

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

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

SSIC 4441ALLOWANCES RECORDSGENERAL

1. A CORRESPONDENCE, STUDIES, AND OTHER RECORDS. Records that document the establishment and development of allowance ~~policies~~, procedures, plans, and programs which are maintained by NAVSUP, MARCORPS activities, CNO, or their subordinate commands and commands and field activities. (Exclude primary program records covered in par. 4000.1.)

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

ADD A →

SSIC 4442SUPPLY LEVELS RECORDS

1. CRITICAL ITEMS LISTINGS. Listings maintained by inventory control points.

Destroy when 3 months old or action has been taken.

2. REPORTS OF CRITICAL STOCK LEVELS (BALANCES). Reports accumulated by supply control activities.

Destroy when 3 months old or action has been taken.

ADD B, C, & D →

SSIC 4443FINANCIAL INVENTORY CONTROL RECORDS

1. SUMMARY REPORTS OF MONTHLY, QUARTERLY, OR OTHER PERIODIC FINANCIAL INVENTORIES *and related correspondence.*

Destroy when 2 years old.

2. PRICE ADJUSTMENT FORMS

Destroy when 1 year old.

3. ITEM PRICE CARDS

Destroy when cancelled or obsolete.

4. **FINANCIAL DETAIL CARDS OR TAPE RECORDS.** Financial summary cards or tapes, including daily store detail tapes and semi-annual voucher/invoice tapes.

Destroy when 6 months old.

5. **OTHER TAPE RECORDS.** Records created or used by supply activities or by activities performing supply functions in connection with the periodic processing and reporting of financial inventory accounting data.

a. Stores Ledger Tapes. Tapes used to input data to subsequent updated tapes.

Destroy after preparation of third generation tape.

b. Weekly Stores Summary Tapes and Financial Transactions Tapes

(1) Master of end of September (end of fiscal year) tapes

Destroy 45 days after submission.

(2) All other tapes

Destroy after preparation and submission of the next monthly return or report, unless notified to hold longer.

c. Other Records Used in Connection with or Incidental to Daily or Other Periodic Processing

Destroy when superseded or successfully merged or updated and new tapes are verified, and/or until preparation of next periodic summary listing or report.

SSIC 4450-4459

STORAGE RECORDS

Related records under SSIC 4450 - Standards and Procedures, ~~SSIC 4452 - Space Control~~, SSIC 4453 - Operations, and SSIC 4454 - Inspection and maintenance, should be filed under SSIC 4450.

~~THE RECORDS IN THIS (4450-4459) SERIES ARE RELATED TO STORAGE RECORDS AND INCLUDE STANDARDS AND PROCEDURES, SPACE CONTROL, OPERATIONS, AND INSPECTION AND MAINTENANCE RECORDS.~~

SSIC 4450

STORAGE RECORDS

1. REPORTS, RELATED CORRESPONDENCE, AND PAPERS. Reports concerning the storage of supplies and equipment including those relating to storage operations, storage standards and procedures, cross-servicing agreements, storage space utilization, storage facilities, and storage maintenance.

a. Individual Storage Unit Reports

Retain on board. Destroy when superseded or revised report is forwarded to ~~the~~ NAVSUP, ~~or other higher authority.~~

b. Other Reports. Reports such as Supply Facility Management Reports Navy Format (DD Form 805), Reports of Household Goods Storage Activities (DD Form 1166), and Explosive Storage Reports.

~~Retain on board.~~ Destroy when ~~obsolete~~ 2 years old

c. Storage and Warehousing Facility Permits, Leases, and Cross-servicing Agreements. Agreements such as Request and Authorization--Commercial Warehouse Service or Cold Storage Reports (DD Form 810).

Retain on board. Destroy 1 year after permit, lease, or agreement is terminated.

2. LOCAL STORAGE CONTROL RECORDS. Records such as space or location charts or cards, space or bin assignment records, and other papers used for space assignment or control purposes, or as locator media for supplies and equipment, or as record of stock locations.

Retain on board. Destroy when superseded or obsolete.

ADD A

SSIC 4452SPACE CONTROL RECORDS

1. SPACE ADMINISTRATION MANAGEMENT SYSTEM This system maintains a database of all Navy-controlled spaces. The system accounts for the number of square feet of space being utilized by all Navy activities and some other selected DOD-owned spaces, the cost of these spaces, the vacant space currently available, etc. Standard reports are produced for OP-04 use in managing Navy/DOD space requirements and outputs of semi-annual changes are produced for submission to DOD to meet Navy requirements. This system uses the Navy's File Management System (FMS) dbms. System is maintained at NARDAC, Washington, DC and supports all Naval Districts and Naval Facilities.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

3. SPACE LAYOUT OR PLANNING CHARTS, ILLUSTRATIONS, OR OTHER RECORDS. Records relating to storage space utilization, planning, or layout.

Retain on board. Destroy when superseded or obsolete.

4. WAREHOUSE RECEIVING AND DISPATCH RECORDS. Extra copies of arrival reports, copies of outbound shipping reports, work sheets, and other documents used as local warehouse receiving or dispatch (shipping) records. These are maintained by depots, warehouses, or receiving platforms in connection with arranging for the receipt, packing, unloading, or dispatch of supplies and the assignment of labor and equipment for handling supplies at depots, warehouses, etc.

Destroy 3 months after material is received ~~or purpose is served.~~

5. STORAGE SPACE PLANNING AND LOCATOR RECORDS. Records used in connection with space or layout planning, or to locate supplies, or as check or inventory record of stock locations. Include bin tags, space location sheets or cards, and layout diagrams or space-planning charts.

Retain on board. Destroy when superseded or obsolete.

SSIC 4460

MATERIALS HANDLING RECORDS

1. REPORTS AND RELATED CORRESPONDENCE. Correspondence concerning material handling operations.

Destroy when 2 years old, ~~provided summary report forwarded to NAVSUP.~~

2. LOCAL OPERATIONAL RECORDS. Records maintained by depots and other activities relating to the operation and utilization of materials handling equipment including work assignment records, working reports of materials handling equipment, dispatch control records, information on equipment loaded or unloaded, and other similar local operational (work control) papers.

Destroy when 6 months old.

SSIC 4470DISTRIBUTION RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, and other records that document the establishment, development, and accomplishment of the naval distribution system policies, plans, and programs, maintained by ASN (S&L), CNO, MARCORPS activities, HQ USMC, SYSCOMS, ~~bureaus~~, and single manager agents under the operational control of ~~DON~~. ~~(See also par. 4000.)~~ *the Department of the Navy.*

a. Navy

Permanent. ^{Retire} ~~Transfer~~ to
WNRC nearest ~~PRC~~ when 2 years
old. ^{Transfer} ~~Offer~~ to NARA when
20 years old.

b. MARCORPS

Permanent. ^{Retire} ~~Transfer~~ to
WNRC when 5 years old.
^{Transfer} ~~Offer~~ to NARA when 20
years old.

2. ACTIVITIES GENERAL CORRESPONDENCE. Files of all activities and offices (departmental and field) and departments, divisions, or other organizational units of activities or offices relating to the operation and administration of the naval distribution system (~~other than~~ ^{Under SSIC} records covered in par. 4470.1) ~~maintained by ASN (S&L), CNO, MARCORPS activities, SYSCOMS, bureaus, and single manager agents under operational control of DON.~~ ^{EXCLUDE} ~~HQ USMC~~

Destroy when 2 years old.

3. DISTRIBUTION SYSTEM REPORTS. Reports relating to all phases of DOD distribution system and submitted to or summarized in reports to higher authority.

Destroy when 2 years old.

SSIC 4480MATERIAL EXPENDITURE RECORDS

1. MATERIAL USAGE and EXPENDITURE DATA. Data accumulated by activities in determining material requirements.

Destroy when 1 year old or superseded, whichever is later.

SSIC 4490MATERIAL REQUIREMENTS, ADVANCE PLANNING, RECORDS

1. MATERIAL (SUPPLY) REQUIREMENTS ESTIMATE FILES

Destroy when 1 year old or superseded, whichever is later.

SSIC 4491REQUISITIONS AND OTHER MATERIAL OR SERVICE REQUEST RECORDS

1. REQUISITION FILES. Requisitions, service requests, invoice/shipment orders, and supporting papers and correspondence. (See Chapter 7 for accounting copies)

Destroy when 1 year old or ^{superseded}~~superseded~~, whichever is later.

2. WORK AUTHORIZATION (JOB OR WORK ORDER) FILES. Work, repair service or job orders or requisitions, and other similar documents, supporting papers and related correspondence. (See Chapter 7 for accounting copies.)

Destroy when 1 year old or superseded, whichever is later.

3. REQUISITION OR ORDER LOGS

~~See par. 4000(2).~~

Destroy when 1 year old.

SSIC 4500-4599REDISTRIBUTION AND DISPOSAL OF PROPERTY RECORDSSSIC 4500GENERAL REDISTRIBUTION AND DISPOSAL OF PROPERTY RECORDS

1. PRIMARY PROGRAM RECORDS. Records of ^{HQ USMC} ~~MARCORPS activities~~, NAVSUP, ~~and~~ Naval Facilities Engineering Command (NAVFACENGCOM), and other ^{2nd echelon} ~~departmental bureaus and offices~~ responsible for the development, establishment, and implementation of property redistribution and disposal policies, programs, and procedures.

a. Navy

Permanent. ^{Retire} ~~Transfer~~ to WNRC when 4 years old. ^{Transfer} ~~Offer~~ to NARA when 20 years old.

b. MARCORPS

Permanent. ^{Retire} ~~Transfer~~ to WNRC when 5 years old. ^{Transfer} ~~Offer~~ to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files and other records relating to the operation and administration of property redistribution and disposal functions (other than program records covered ~~in part~~ ^{under SSIC} 4500.1) maintained by units responsible for property disposal.

Destroy when 2 years old.

SSIC 4510SPECIAL RESTRICTIONS ON DISPOSAL ACTIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence and related papers on policies and procedures ^{that} ~~deviating~~ from normal utilization screening property sales conditions in the disposal of excess and surplus personal property.

Destroy when 2 years old.
(GRS 4.4)

SSIC 4520

DONATIONS AND TRANSFERS RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence and ^{related documentation} ~~Allied papers~~ on request for donation or transfer of excess or surplus personal property.

Destroy when 2 years old.
(GRS 4.4)

SSIC 4530

SALES RECORDS

SALES

1. ~~PROPERTY~~ PROGRAM ~~PROPERTY~~ FILES. Records relating to the sale of property involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established procedures with respect to the DON's disposal program. The records are accumulated primarily by ~~departmental bureaus~~ ^{Systems Commands} and offices.

^{Retire}
~~Permanent.~~ Transfer to nearest FRC 1 year after closing of transaction. ~~Offer to NARA when 20 years old.~~ Destroy when 10 years old.

2. SALES CONTRACT CASE FILES. Invitations, bids and awards, acceptances, and general sales forms and conditions (such as Std-114 and -114A, B, and C), lists of material (item descriptions), evidences of sales and related correspondence and paper (other than those included in par. 4530.1). The transaction is considered completed for purpose of disposal when property has been removed from government premises and final payment has been made (any monies due to the government have been collected).

a. Sales Offices Case Files

(1) Transactions of more than \$²⁵~~10~~,000, and ~~all construction contracts exceeding \$2,000~~

Retire to nearest FRC after 1 year.
~~Retain on board.~~ Destroy
 6 years and 3 months
 after final payment.
 (GRS 3.4a(1))

(2) Transactions of \$²⁵~~10~~,000 or less, and ~~construction contracts under \$2,000~~

(a) Actions pending

Close at end of fiscal year. Destroy 3 years after final payment.

(b) No actions pending

Bring forward the next fiscal year's file for destruction therewith.

b. Other Case Files

3. SALES RETURN RECORDS

Apply appropriate sub-item of ~~par.~~ 4200.

Retire to nearest FRC after 1 year.
~~Retain on board.~~ Destroy
 6 years and 3 months
 after period covered.

SSIC 4535OUT-LEASES AND EASEMENTS RECORDS

1. OUT-LEASES RECORDS. Records such as a lease documents, drawings, or site maps and other pertinent papers.

~~Retain on board.~~ Destroy
 3 years after lease is terminated.

2. EASEMENT RECORDS. Records consist of a right, now revocable at will, to use real property of the government for a limited purpose.

~~Retain on board.~~ Destroy
 when right is revoked.

SSIC 4540EXCHANGE OR SALE OF NONEXCESS PERSONAL PROPERTY RECORDS

1. INTERNAL INSTRUCTIONS, REPORTS, CORRESPONDENCE, AND OTHER RECORDS. Records related to implementation of the program to replace obsolete or worn out nonexcess personal property by selling or trading in the on-hand material and applying the proceeds of sale or the trade-in allowance to reduce the cost of the replacement item(s) (other than primary policy files and record copies of instructions covered in par. 4000.1).

4500.1

Destroy when 2 years old.
(GRS 4.4)

~~SSIC 4550~~INVENTORIES RECORDS (RESERVED)~~SSIC 4551~~~~CONTRACTOR INVENTORY RECORDS (RESERVED)~~~~SSIC 4552~~~~TERMINATION INVENTORY RECORDS (RESERVED)~~~~SSIC 4555~~~~SPECIAL CLASSES OF PROPERTY RECORDS (RESERVED)~~

~~SSIC 4560~~~~SPECIAL BUREAU INSTRUCTIONS RECORDS (RESERVED)~~~~SSIC 4565~~~~FOREIGN AREAS RECORDS (RESERVED)~~SSIC 4570EXCESS AND SURPLUS PROPERTY RECORDS

1. CORRESPONDENCE AND RELATED PAPERS. Correspondence regarding surplus material available at naval activities, including lists of material certified as surplus by activities and designated for redistribution within the DON.

Destroy when 2 years old.
(GRS 4.4)

2. REPORTS OF EXCESS AND SURPLUS PROPERTY. Reports such as SF 120 and reports of sales of government property, invitations, bids, and acceptances; and related correspondence and papers.

Destroy 1 year after
final action has been
taken.

3. PROPERTY DISPOSAL CASE FILES. Files relating to sales of excess and surplus property.

appropriate disposition under
Apply ^{SSIC} par. 4010.3.C

4. EXCESS VESSEL FILES. Correspondence and related papers concerning the stripping and preservation of vessels excess to the Navy and awaiting disposal action. These records are primarily maintained by NAVSEA activities.

Retain on board. Destroy
2 years after disposal
action is completed.

SSIC 4600-4699TRAVEL AND TRANSPORTATION RECORDS

SSIC 4600-4609GENERAL TRAVEL AND TRANSPORTATION RECORDS

Related records under SSIC 4601-Transportation and Security,
~~THE RECORDS IN THIS (4600-4609) SERIES ARE RELATED TO GENERAL TRAVEL~~
~~AND TRANSPORTATION RECORDS AND INCLUDE TRANSPORTATION AND SECURITY,~~
~~TRANSPORTING HAZARDOUS MATERIAL, AND TRANSPORTING MAIL RECORDS.~~
SSIC 4602-Transporting Hazardous material, and SSIC 4603-
transporting mail should be filed under SSIC 4600.

SSIC 4600GENERAL TRAVEL AND TRANSPORTATION RECORDS~~1. PRIMARY PROGRAM RECORDS~~~~1. GENERAL CORRESPONDENCE FILES~~

~~General Correspondence Files and Other Records of the NAVSUP, and~~
~~MARCORPS Activities, and Other Departmental Bureaus and Offices Having~~
~~Program Responsibility.~~ Records relating to the development and
 implementation of plans, policies, and procedures for the security and
 transportation of naval material (hazardous and non-hazardous), ship-
 ment of military and civilian household goods, mail, and for terminal
 transportation and procedures for the transportation of naval material
 and the shipment of military and civilian household goods, and for
 terminal transportation operations (land, sea, and air). ~~This applies~~
~~to the primary records of a major command.~~ ~~Exclude Primary Program~~
~~Correspondence filed under SSIC 4000.1A.~~

(a) ~~(2)~~ Navy(b) ~~(2)~~ MARCORPS

Retire
 Permanent. ~~Transfer~~ to
 WNRC when 4 years old. ~~Destroy~~
~~Offer to NARA~~ when 20
 years old.

Retire
~~Permanent~~. ~~Transfer~~ to
 WNRC when 5 years old. ~~Destroy~~
~~Offer to NARA~~ when 20
 years old.

2. ~~General Correspondence Files and Other Records of the Naval Military Personnel Command (NAVMILPERSCOM).~~ Records documenting responsibilities for the development and implementation of policies and procedures for the transportation of military personnel.

~~Permanent.~~ ^{Retire} ~~Transfer~~ to WNRC when 4 years old. ~~Destroy~~ ^{Offer to NARA} when 20 years old.

~~c. General Correspondence Files of the Commander, MSC (COMSC).~~ Files documenting overall responsibilities for providing sea transportation services for DOD.

Apply par. 4620.1.

32. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES RESPONSIBLE FOR TRAVEL AND TRANSPORTATION MATTERS. Files relating to their operation and administration. This applies to the records of individual organizational elements of NAVSUP and MARCORPS. (Information contained in such records relating to transportation policy, procedure, plan, system, etc., having applicability for a period longer than the specified retention period, is incorporated in an appropriate subject matter paragraph in this manual.)

Destroy when 3 years old.

43. TRANSPORTATION REPORTS. Reports and copies of reports forwarded to or summarized in reports submitted to higher authority and not specifically authorized for other disposal in the 4600 series.

Destroy when 2 years old.

SSIC 4610

SHIPMENTS (CARGO AND FREIGHT) RECORDS

1. RECORDS RELATING TO SHIPMENT (TRANSPORTATION) BY COMMERCIAL CARRIER. Shipping documents and related correspondence and papers pertaining to the transportation of material by commercial carrier, including copies of bills of lading, air bills, cargo lists, individual shortage and demurrage reports, manifests, and other supporting documents containing pertinent freight classification data; storage in transit records, including records of transit freight bills and tonnage credits; export certificates, transshipment tonnage data, car and car demurrage records.

a. Issuing Office Memorandum Copies. Copies other than those identified in par. 4610.1d.

Destroy when 3 years old.
(GRS 9.1a)

b. All Other Copies

Destroy when 1 year old.
(GRS 9.1b).

c. Registers and Control Records

Destroy when 3 years old.
(GRS 9.1c)

d. International Shipments of Household Goods Records Moved by Freight Forwarded

^{Retire}
~~Transfer~~ to nearest FRC when 1 year old provided records are not required for daily operations. Destroy 6 years after the period of the account. (GRS 9.1d)

2. SHIPMENT (TRANSPORTATION) BY GOVERNMENT CARRIER RECORDS. Government bills of lading, cargo manifests, freight warrants and waybills, and other documents supporting shipments by government carriers. *Exclude military sealift command cargo shipments. (see SSIC 4620)*

Destroy when 3 years old.

a. Issuing Office Memorandum Copies. Copies other than those identified in par. 4610.1d.

Destroy when 3 years old.
(GRS 9.1a)

b. All Other Copies

Destroy when 1 year old.
(GRS 9.1b)

c. Registers and Control Records

Destroy when 3 years old.
(GRS 9.1c)

d. International Shipments of Household Goods Records Moved by Freight Forwarded

^{Retire}
~~Transfer~~ to nearest FRC when 1 year old provided records are not required for daily operations. Destroy 6

ADD A

~~SSIC-4610~~

⁵
 8. MARINE CORPS FREIGHT TRANSPORTATION SYSTEM This system produces reports on all transportation control and movement documents for each daily transaction. Transactions are cross-referenced to the purchase order file and estimated cost information is used to control fund obligations. Report data is used to provide evidence of appropriate transportation clearance authority and is used by the Port Liaison NCO to monitor incoming shipments at the military terminal. A weekly report is forwarded to Marine Corps Voucher Certification Branch, Albany, GA.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

3. COPIES OF SHIPMENT REPORTS AND RELATED PAPERS SUBMITTED OR SUMMARIZED TO HIGHER AUTHORITY AND NOT SPECIFICALLY AUTHORIZED FOR OTHER DISPOSAL. Includes tabulated listings, statistical data, and special reports (such as transportation (cargo) tonnage reports) maintained by transportation activities for local statistical or shipment management purposes.

4. CANCELLED BILLS OF LADING

~~5. MSC CARGO RECORDS~~

ADDA →

~~BILLS OF LADING RECORDS~~

SHIPMENT ORDERS RECORDS

1. SHIPMENT ORDERS OR REQUESTS SUPPORTING BILLS OF LADING
2. SHIPMENT REQUESTS AND RELATED ORDERS USED AS REQUISITIONS
 - a. Navy

years after the period of the account. (GRS 9.1d)

Destroy when 2 years old.

Destroy when 3 months old.

Apply par. ~~4620.~~

~~SSIC 4611~~

Apply par. ~~4610.1, 2, and 4.~~

SSIC 4612

Destroy with supported bills of lading.

Destroy 2 years after completion or cancellation of requisition.

b. MARCORPS

3. LOST OR DAMAGED SHIPMENT FILES. Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.

Destroy 1 year after completion or cancellation of requisition.

Destroy when 3 years old.

~~SSIC 4613~~

~~CONSIGNMENT INSTRUCTIONS RECORDS~~

~~Apply par. 4610.~~

~~SSIC 4614~~

~~PRIORITY INDICATORS AND DEADLINE DELIVERY DATES RECORDS~~

~~Apply par. 4610.~~

~~SSIC 4615~~

ROUTING RECORDS

1. ROUTE ORDER FILES. Orders and other records relating to the authorization and routing of freight shipments. These copies are used for statistical or other local informational purposes. Include routing requests, route orders, routing authorizations, other records of routings, and related correspondence and papers.

Destroy when 1 year old or purpose is served, whichever is earlier.

2. OCEAN MANIFESTS AND RELATED PAPERS. Records used by freight terminal offices or other similar activities for routing management purposes only. (See par. 4610 for other copies.)

Destroy when 2 years old.

3. SECTION 22 QUOTATIONS FILES AND TARIFF FILES

Destroy when cancelled or superseded.

SSIC 4616DEMURRAGE RECORDS~~Apply par. 4610.1.~~SSIC 4620SEA TRANSPORTATION RECORDS

THESE RECORDS ARE ACCUMULATED BY MSC ACTIVITIES, INCLUDING HEAD-QUARTERS MSC AND SUBORDINATE COMMANDS AND OFFICES. MSC RECORDS NOT COVERED IN THIS (4620) PARAGRAPH SHOULD BE DISPOSED OF IN ACCORDANCE WITH PERTINENT SUBJECT MATTER PROVISIONS THROUGHOUT THIS MANUAL. RECORDS ACCUMULATED PERTAINING TO GOVERNMENT OWNED, NAVAL FLEET AUXILIARY, AND SCIENTIFIC SUPPORT SHIPS OPERATED BY MSC ARE COVERED UNDER PARS. 4621, 4623, AND 4624. REGARDLESS OF THESE AUTHORIZED RETENTION PERIODS, ANY RECORDS PERTAINING TO UNSETTLED CLAIMS, TO MATTERS UNDER LITIGATION OR INVESTIGATION, OR TO GAO EXCEPTIONS ARE TO BE RETAINED UNTIL AFTER CASE IS FINALLY SETTLED OR CLOSED.

1. PRIMARY PROGRAM RECORDS

Commander Military Sealift Command
a. ~~MSC and Area and Subarea Commands~~ Subject Files. Correspondence, reports, and other records that document the organization of the service and the overall development and execution of plans, policies, programs, and procedures relating to the command's assigned mission of providing sea transportation for DOD goods and personnel; and related index records. (Exclude internal operating records covered in par 4620.3.)

Retire
Permanent. ~~Transfer~~ to
WNRC when 2 years old.
Transfer Offer to NARA when 20
years old.

b. Offices and Other Organizational Units of Headquarters, MSC, Subject Files. That portion of the files that document plans, programs, general procedures, the overall accomplishment of assigned functional responsibilities, and the performance of essential transactions, when these files are not duplicated or essentially documented

Retire
Permanent. ~~Transfer~~ to
WNRC when 2 years old.
Transfer Offer to NARA when 20
years old.

ADDA

c. Military Sealift Command Area and Subarea Commands Subject Files. Correspondence, reports, and other records that document the ~~the organization of the command and the~~ execution of plans, policies, programs, and procedures relating to the commands assigned mission. (Exclude Internal Operations Records under SSIC 4620.3).

Retire to nearest FRC
when 2 years old.
Destroy when 10 years
old.

in files covered by par. 4620.1a. Include program documentation of the transportation, fleet operations, engineering, and contracting offices. Include also Congressional liaison files of the legislative and public affairs office.

700A

Legal Staffs of MSC Headquarters and Area or Subarea Commanders General Correspondence Files. That portion of the files that document policy decisions and the development and accomplishment of overall plans and programs relating to the staff's assigned responsibilities and to the coordination of legal work under area and subarea commanders.

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

2. OFFICES AND OTHER ORGANIZATIONAL UNITS OF HEADQUARTERS MSC GENERAL CORRESPONDENCE FILES. Records that are essentially duplicated or summarized in the Commander's general correspondence files and that relate to the overall performance of their functional responsibilities. (Exclude routing operating records covered in par 4620.3.)

Destroy when 2 years old.

3. INTERNAL OPERATION RECORDS. General correspondence files of the COMSC; offices and other organizational units of Headquarters, MSC; and of subordinate commands and MSC offices, including legal staffs, divisions, or other organizational units of the command or office, relating to the routine internal operation and administration of their functions. Include copies of reports submitted to higher authority and not specifically authorized in this par. (4620) for other disposal. (Exclude primary program records covered in par. 4620.1 and ~~4620.2.~~)

Destroy when 2 years old.

4. MEMORANDA OF UNDERSTANDING. Agreements between MSC and shipper services.

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

5. OPERATIONAL INTELLIGENCE RECORDS (OPERATIONS OFFICE)

a. Port Facilities Files. Copies of reports, brochures, regulations, photographs, and other records pertaining to port facilities or DOD installations of possible use to MSC for resupply, emergency, or other purposes, including copies of reports relating to foreign ports.

Retain on board. Destroy when superseded, cancelled, or obsolete.

b. Port Facilities and Operational Intelligence Matters at MSC Activities General Correspondence Files. Files consist of correspondence and related papers concerning such matters as status of facilities, ships schedules, anchorages and harbors, dredging, and ammunition handling and stowage.

Destroy when 1 year old.

6. PLOTTING OFFICER RECORDS

a. Ships Employment Schedules (Periodic) Schedules Received from all USNS Vessels. COMSC schedules for USNS vessels (passenger, cargo, tanker, and chartered vessels).

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

b. Special Projects Files. Copies of daily position charts, messages, and other reports pertaining to specific operations or special projects.

Destroy 3 months after completion of project.

7. PASSENGER OPERATIONS RECORDS. Summary reports of passengers embarked by MSC. Include related index or control records, such as kardex records of passenger reports received.

Permanent. ^{Retire} Transfer to WNRC when 1 year old. ^{Dest} Offer to NARA when 20⁵ years old.

8. CARGO SHIP OPERATION RECORDS

a. Ships Files. Correspondence and other records relating to individual MSC cargo ships. Include periodic vessel operation reports, departure and arrival reports, schedules, cargo assignments, certificates of performance, voyage reports, and other similar or related records.

^{Retire to nearest FLC when 1 year old.} Retain on board. Destroy when 5 years old.

b. Operational Statistical and Data Reports. Reports received periodically from MSC subordinate commands and offices consisting of ~~such reports as~~ continental port activity and cargo summary, overseas cargo activity, operational report of MSC charter of USNS and USS cargo ships, and cargo and ship activity (message) report.

(1) Cargo and ship activity message reports

Destroy when 1 year old.

(2) All other reports

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

c. Cargo Transportation Space Requirements Reports. Reports received periodically from shipper services.

Destroy when 2 years old.

d. Movement Report Cards. A continuous record of ship arrivals and departures.

~~Retain on board.~~ Destroy when no longer needed for reference. 3 months after end of voyage.

9. CONTRACTING OFFICE FILES

a. Charter Contract Administration Files. Correspondence and other records relating to the general administration of charter contracts. Include material on general procedures and instructions, contract preparation, rate analysis, and related matters.

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

b. Ocean Terminal and Tarriff Files

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

c. Ocean Manifests, Related Stowage Plans, and Dock Receipts. Information copies used for analysis of cargo loading on commercial vessels and related card records of manifests received. (See ~~par.~~ 4610 for other copies.) SSIC-

Destroy when 3 years old.

d. Vessel Schedules

Destroy when 1 year old.

e. Cargo Activity Reports (Overseas) and Port Activity and Cargo Reports for Continental U.S. Ports

(1) Continental U.S. reports

~~Retain on board. Destroy~~
~~when 4 years old, provided~~
~~no longer needed for reference or~~
~~statistical purposes.~~

(2) Overseas reports

Destroy when 1 year old,
provided no longer needed
for reference or
statistical purposes.

f. Company and Commodity Files

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

g. Cargo Distribution and Tonnage Lifting Reports

Destroy when 1 year old,
provided no longer needed
for reference or
statistical purposes.

10. TANKER OPERATION RECORDS

a. Ship Files. Files consist of individual folders for each tanker, containing correspondence on the tanker's operation, maintenance and repair, damages, crew articles, and other similar material; folders containing operational records, such as tanker voyage reports, gauging and inspection reports, vessel utilization and operation reports, and other similar reports; and folders containing messages on operation of each vessel.

Destroy when 2 years old.

b. Tanker Operations Schedules (Weekly) and Periodic Reports from Contract Operators Showing Ships Schedules and Names of Ships Masters and Chief Engineers; Loading and Discharge Reports

(1) Loading and discharge reports

Destroy when 18 months old.

(2) All other reports

Destroy when 1 year old.

c. Port Information Files. Correspondence, reports on sailing harbor and other conditions, port facilities and stowage information, reports of unusual conditions, and other similar data.

~~Retain on board.~~ Destroy when information is superseded or obsolete.

11. MAINTENANCE AND REPAIR RECORDS

a. Ships Correspondence Files. Correspondence, messages, and other records relating to individual MSC vessels and to repair, overhaul, and maintenance matters.

~~Retain on board.~~ Destroy when no longer needed for reference, 3 years old.

b. Job Order Specifications and Final Cost Reports of Vessel Repairs. Reports include departure (final cost) reports for repairs to tankers. These document vessel repairs, maintenance, alterations, and conversions.

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

c. Inventory and Condition Surveys for all MSC Vessels. Surveys include cursory condition survey reports and reports received when vessel is placed under MSC control, annual material inspection reports, and annual boiler inspection reports.

~~Retain on board.~~ Destroy when no longer needed for reference, 5 years old.

d. American Bureau of Shipping and U.S. Coast Guard Inspection Reports and Certifications and Copies of Related Documents

^{24 hrs}
~~Transfer~~ to FRC when 2 years old. Destroy when 20 years old.

e. Ship Alterations (SHIPALTS) and Alteration Approval Records.
Records for all USS vessels and for CVEs under MSC control.
Include

~~Retain on board.~~ Destroy when all applicable ships

f. Tanker Passage Report Files. Copies of voyage abstracts, abstracts of engineering logs, or engineer passage reports, and other similar records.

12. ENGINEERING RECORDS

a. American Bureau of Shipping and United States Coast Guard Copies of Reports and Certificates for MSC Tankers, Transports, etc.

b. Blueprints and Plans for MSC Vessel. Files maintained by the technical division, such as files or plans, specifications, and/or data books for all categories of hull, machinery, structural detail plans for tanker stability plans, general arrangement plans, conversional repair specifications, new design plans, and related documentation.

c. Vessel Files. Records relating to individual MSC cargo and transport vessels. Comprise records relating to engineering matters, such as boiler and other inspection reports, reports of ships undergoing repair or alteration, port and voyage abstracts, docking reports for MSC cargo and transport vessels (annual or biannual), propeller data (measurement), and other similar reports or records.

(1) Docking reports and propeller data

(2) Other vessel engineering files *such as Bell books, watch logs, and similar records.*

have been removed from MSC control or craft is stricken..

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

Retain on board. Destroy when vessel is scrapped (deleted from Register of United States Naval Ships).

~~Retain on board.~~ Destroy 3 years after superseded or vessel is removed from MSC control.

~~Retain on board.~~ Destroy when vessel is removed from MSC control.

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

d. Technical Progress Reports

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

e. Engineering Calculations and Related Technical Information Regarding MSC Vessels

Retain on board. Destroy 3 years after data calculations are superseded by later data or when data becomes obsolete, whichever is earlier.

f. American Bureau of Shipping Approvals of Technical Machinery and Structural Plans for Ships

~~Retain on board.~~ ^{Retire} Transfer to WNRC when 3 years old. Destroy when 20 years old.

g. Ship Design Files

(1) New design plans for ships created by the technical division

~~Retain on board.~~ Destroy 3 years after superseded.

(2) All other design files

Destroy when 2 years old or no longer needed for local reference, whichever is earlier.

h. Ships Electronic Files. Correspondence and other records relating to electronics matters aboard individual MSC ships. (~~See par. 9670 for other shipboard electronics records.~~)

(1) Electronic equipment stock record reports received from subordinate commands and related tabulations and records.

Destroy when 3 years old.

(2) ~~All other records~~

~~Retain on board. Destroy when vessel is removed from MSC control or scrapped.~~

13. MATERIAL RECORDS

a. Ship Equipment Data. Data include copies of trial trip reports, allowance lists, and other basic material data.

~~Retain on board.~~ Destroy when vessel is stricken.

b. ~~Ship Material Status (Formal Records) at Time of Transfer of Vessel.~~ Records such as builder's receipts and ship inventories.

~~Retain on board. Destroy when obsolete.~~

14. REVENUE, LIFT, AND ANALYSIS RECORDS

a. MSC Ocean Transportation Billing Substantiations. Records include paper copy or microfiche of data at the transportation account code level and magnetic tape of backup data at the shipment unit level.

Destroy when 3 years old.

b. Revenue/Lift Input Data. Data include microfiche of cargo manifests and listings of data submitted on passenger, per diem, and POL lists.

Destroy when 3 years old.

c. Commercial Expense Reports. Reports submitted by area commands and summarized for COMSC analysis.

Destroy when 3 years old.

d. Financial and Statistical Annual Reports. Reports prepared for external distribution, such as MSC Report 7700-2. Includes management narratives with comments on MSC operations during the year. Includes details on volumes of cargo moved on a route by route basis. *Record Copy maintained by office preparing consolidated report.*

Retire
Permanent. ~~Transfer~~ to FRC when 2 years old. *transfer* ~~Offer~~ to NARA when 20 years old.

(1) other non-record copies
e. Statistical Tables or Lists. Tables or lists prepared primarily for internal analysis or special one time requests.

Destroy when no longer required.
Destroy when 3 years old.

f. Monthly Ship Activity Reports and Tanker Voyage Reports Submitted by MSC Ships

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

g. Revenue/Lift and Expense Statistical History. Records maintained on magnetic tapes as a basis for special studies.

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

15. MSC INSPECTOR GENERAL RECORDS. Reports of inspection and survey made of subordinate activities by area command survey teams. Include shipboard inspection reports.

~~Retain on board.~~ Destroy when 2 years old or superseded, whichever is later.

16. PASSENGER LISTS

a. Master Passenger Lists with Arrival Dates Affixed (One Official Copy of Each List)

Transfer to nearest FRC when files have served ~~their administrative~~ ~~purpose.~~ *2 years old* Destroy ~~3 years~~ *after transfer, when 5 years old.*

b. All Other Passenger Lists

(1) Comptroller offices of MSC activities

Destroy accounting copies when 2 years old.

(2) All other offices

Retain on board. Destroy when purpose is served.

17. LOCATOR FILES (SHIP AND PERSONNEL)

Destroy when 1 year old.

18. SHIPS AVAILABILITY REPORTS

a. Operations Divisions of MSC Activities

Destroy when 2 years old.

b. All other Divisions and Activities

Retain on board. Destroy when superseded or cancelled.

19. REVENUE AND LIFT RECORDS MAINTAINED BY AREA COMMANDS

a. Source Data. Data used to prepare reports to COMSC on estimated or actual cargo, POL, passengers, or per diem lift.

Destroy when 3 years old.

b. Ocean Manifests. Manifests on microfiche prepared by COMSC for backup to payments or for analysis of machine generated lift or income data.

Destroy when 3 years old.

c. Data Reported to COMSC. Data such as revenue/lift or commercial expense input.

Destroy when 2 years old.

20. MSC ENGINEERING OFFICE RECORDS. Records maintained for internal maintenance and repair planning and for progress control purposes. (See pertinent subject matter series for official contract and order files, inspection files, etc.)

a. MSC Vessel (Ship) Case Files. Correspondence and related papers pertaining to MSC ships undergoing repair or alteration. Include such records as copies of alteration requests, bids, field orders, repair specifications, progress and inspection reports, departure reports, and other similar reports, papers, and related correspondence.

~~Apply par. 4700.1c.~~
Retire to warehouse when
4 years old. Destroy
when 30 years old.

b. Pre-voyage Vessel Condition Reports

Destroy when 1 year old.

c. Reports and Abstracts. Reports, other than those filed in case files covered in par. 4620.20a, such as port and voyage reports and abstracts; engine department log abstracts; conversion progress reports; lube oil analysis reports; boiler water conditioning reports; inspection of water or pressure vessel reports; periodic maintenance reports of vessels and reports of vessels undergoing conversion and repairs; and other similar or related reports pertaining to local maintenance and repair functions.

Destroy when 1 year old.

d. Decommissioning Inventories

~~Retain on board.~~ Destroy
when 25 years old.

e. Ships Characteristics Data

~~Retain on board.~~ Destroy when superseded or ship is removed from MSC control.

f. Records of Equipment Aboard MSC Vessels

Destroy when superseded or vessel is removed from MSC control.

g. MSC Records Relating to Salvage and Disposal of Scrap by Private Contractors. Records include declarations from contractors, invoices, and memoranda approving payment.

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

21. CIVILIAN MARINE PERSONNEL RECORDS

a. Qualification Records

Destroy 1 year after transfer or separation of employee.

b. Rosters of Masters and Other Civilian Marine Personnel

Destroy when 2 years old or superseded, whichever is earlier.

c. Crew Lists

Retire
~~Transfer~~ to nearest FRC when 2 years old or after pertinent claim settlement, whichever is later. Destroy when 10 years old.

22. OPERATIONS DIVISION RECORDS

a. Deck Logs

~~Apply appropriate sub-item of par. 3100.5:~~
Retire to nearest FRC quarterly. Destroy when 50 years old.

b. Ships Data and Characteristics Records

Destroy when superseded or vessel is removed from MSC control.

c. Ship Itinerary Cards or Other Records of Vessel Movements

~~Retain on board. Destroy 2 years after date of obsolescence (ship is removed from MSC control, placed in reserve operation service (ROS), or scrapped).~~ when 5 years

d. Billet Assignment Aboard Ship Records

Destroy when 6 months old.

e. Ship and Cargo Availability and Operational Records. Records such as ships availability reports and weekly MSC operation reports; vessel activity reports, port activity, and cargo forecasts and summaries; space reservation reports and summaries of space available; Army consist lists indicating cargo on wharves available for shipment; Mutual Defense Assistance Program (MDAP) shipment reports; and other related documents. These are copies accumulated for operational planning and ship and cargo availability purposes.

Destroy when 2 years old.

f. MSC Manifests and Hatch Lists. Records together with related bills of lading and other similar records pertaining to each sailing of individual vessels; and copies used for operating purposes. (See par. 4610 for official outbound and inbound shipment copies.)

(1) After outgoing cargo is loaded within area of responsibility.

Destroy when 2 years old.

(2) After ship bringing in incoming cargo departs the area

Destroy when 2 years old.

g. Berthing Plans for MSC Passenger Vessels

Retain on board. Destroy when superseded or vessel is stricken from register.

h. Vessel Movement Records. Records including copies of operational orders and movements and supporting documents. (~~See also par. 4620.22p.~~)

Destroy when 2 years old.

i. Ship Voyage Files. Cargo preplanning (ship voyage) files containing such records as rough shipping orders, certificates of performance, stowage plans, copies of damage reports, and agreements of cubics of cargoes; claims (ship voyage) files, including space changer invoices and claims files containing such records as manifests, shipping orders, out-turn reports, invoices, status slips, and claim forms; ship voyage files (general) used for cargo operation purposes and containing such records as manifests, copies of bills of lading, sailing messages, out-turn reports, applications for berths, confirmation of berth assignments, and related correspondence.

Destroy when 2 years old.

j. Time Charter Vessel Operative (Information) Files. Copies operational orders and movement reports, delivery and redelivery survey reports and certificates, port logs, condition surveys, and related correspondence.

~~Retain on board.~~ Destroy 2 years after of delivery of vessel.

k. Charter Contracts

Appropriate Section of
Apply ~~par. 4200~~ *SSIC 4200*
SERIES.

l. Berthing Lists and Bi-weekly and Other On-berth Shipboard Reports

Destroy when 3 months old.

m. Daily Position Reports (Messages)

Destroy when 6 months old or information has been plotted on position chart or otherwise recorded, whichever is earlier.

n. Condition Survey Reports, Arrival and Departure Inspection Reports, and On-hire and Off-hire Inspections

Destroy when 2 years old.

o. Quartermaster's Notebooks Forwarded Annually to Home Ports by Individual MSC Vessels

Destroy when 3 years old.

p. Other Vessel Operation Reports and Records. Records including those relating to passenger and cargo handling matters, and to other MSC operational matters not specifically covered elsewhere in this (4620) series.

Destroy when 2 years old.

SSIC 4621

GOVERNMENT-OWNED SHIPS RECORDS

THESE RECORDS ARE ACCUMULATED BY THE CARGO TRAFFIC DIVISION AND TANKER DIVISION, ASSISTANT CHIEF OF STAFF (ACOS) (TRANSPORTATION), AT HEADQUARTERS, MSC, WASHINGTON, DC. TANKERS IN THIS CATEGORY INCLUDE T5'S AND T1'S.

1. CARGO TRAFFIC DIVISION RECORDS

a. Ship Operations Branch General Ships Files. Files including activity reports, correspondence, and messages pertaining to ships schedules, casualty reports, diversions, and special projects.

Retain on board. Destroy when 5 years old.

b. Movement Report Cards. Continuous record of ship arrivals and departures.

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

2. TANKER DIVISION RECORDS

Apply ^{SSIC} ~~SSIC~~ 4620.10.

PERMANENT. Transfer to NARA in 5 year blocks when the oldest record in the block is 5 years old.

A semi annual publication listing the principle characteristics of MSC ships and U.S. flag ocean-going merchant ships over 1,000 gross tons owned by the US government or American citizens. Principle characteristics of each vessel include the building yard, current owner, capacity, speed, engine type, length, beam, draft, turning radius, crew compliment, etc. Publication is arranged in 3 sections: Alpha listing of active and inactive MSC ships; Alpha listing of merchant ships and their operating status; and Tabulation of ships in the Maritime Administration National Defense Reserve Fleet.

SSIC 4622MERCHANT MARINE (COMMERCIAL OCEAN CARRIERS) RECORDS

THESE RECORDS ARE ACCUMULATED BY THE MERCHANT MARINE ASSISTANT'S OFFICE AT HEADQUARTERS, MSC, WASHINGTON, DC

1. CARGO TRAFFIC DIVISION AND INTEGRATED SEALIFT SYSTEM DIVISION GENERAL CORRESPONDENCE FILES. Records relating to the overall mission of the divisions and their organization and significant accomplishments, including liaison activities with the Maritime Administration. (~~See par. 4620.2 or 3, as appropriate, for routine internal operating records.~~)

2. MERCHANT MARINE VESSEL FILES. Files include individual case folders for each active merchant marine vessel having previous service with the Navy or the Army Transportation Corps, each major merchant ship built since World War II, each ship currently assigned to MSC, and each merchant type ship transferred to the Navy by the Maritime Administration, and related kardex and linedex records of merchant marine vessels.

3. MERCHANT MARINE VESSEL PLANS. Plans including conversion plans for ships converted to merchant vessels.

ADDA
4. ~~MSC SHIP REGISTER MASTER FILE (ONE COPY EACH)~~

~~Apply par. 4620.1.~~
Destroy when 3 years old.

Retain on board. Destroy when vessel is sold, foreign (less those under "effective U.S. control"), scrapped, sunk, or no longer considered suitable for future service in the American Merchant Marine.

Retain on board. Destroy when superseded, obsolete, or ship is removed from "effective U.S. control," sold, foreign, sunk, or scrapped.

~~Permanent.~~ *Retire* Transfer to ~~nearest ERG~~ *nearest ERG* when ~~4 years old.~~ *7 years old.* ~~Offer to NARA when 20 years old.~~

5. AMERICAN BUREAU OF SHIPPING LISTINGS WITH SUPPLEMENTS AND LLOYD'S REGISTER WITH SUPPLEMENTS

~~a. Critical Year Issues~~

Retain on board. Destroy when 5 years old

~~b. All Other Issues~~

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

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

SSIC 4623

NAVAL FLEET AUXILIARY FORCE SHIPS RECORDS

THESE RECORDS ARE ACCUMULATED BY THE NAVAL FLEET AUXILIARY DIVISION, ACOS (FLEET OPERATIONS), AT HEADQUARTERS, MSC, WASHINGTON, DC

1. GENERAL SHIP/SUBJECT FILES. Records include weekly operational reports, messages, and correspondence pertaining to the ship's developments, conduct of mobile logistic support of the U.S. and Allied fleet operating forces by ships assigned, and procedures governing the operation and utilization of all other ships not readily identified with the routine point-to-point transportation of personnel, dry cargo, and POL.

a. Paper Records

Destroy 2 years after microfilming or ~~when~~ after film is verified whichever is sooner.

b. Microfilm Records

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

SSIC 4624SCIENTIFIC SUPPORT SHIPS RECORDS

THESE RECORDS ARE ACCUMULATED BY THE ACOS (FLEET OPERATIONS), SCIENTIFIC SUPPORT DIVISION, AT HEADQUARTERS, MSC, WASHINGTON, DC

1. SCIENTIFIC SUPPORT DIVISION GENERAL SHIP FILES. Files include weekly operational reports, ^{sealift orders} ~~sailor's~~ ship schedules, messages, and correspondence pertaining to ship operations.

Destroy when 1 year old.

2. QUARTERLY EMPLOYMENT SCHEDULES. Schedules for a 3-month period (~~COMSCNOTE 3120 pertains~~).

Destroy when 6 months old.

3. SHIP LOCATION REPORT/EMPLOYMENT SCHEDULE. Records showing positions, port calls, and departures.

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

~~SSIC 4625-4628~~

~~SEALIFT READINESS PROGRAM RECORDS. These records include National Defense Reserve Fleet (NDRF)/Ready Reserve Fleet (RRF) Records, Maritime Prepositioning Ships (TAKX) Records, and Rapid Surge Force (TAKRX) Records.~~

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

SSIC 4630-~~4639~~ 4632.AIR TRANSPORTATION RECORDS

Related records under SSIC 4631 - Government owned
~~THE RECORDS IN THIS (4630-4639) SERIES ARE RELATED TO AIR TRANSPORTATION RECORDS AND INCLUDE GOVERNMENT-OWNED AIRCRAFT AND COMMERCIAL AIR CARRIERS RECORDS.~~

aircraft, and SSIC 4632 should be retired under SSIC 4630

SSIC 4630AIR TRANSPORTATION RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, and other records which document the establishment, development, and accomplishment of air transportation policies, plans, and programs, ~~which are maintained by ASN(S&L), and NAVSUP.~~ *These records are maintained only*
 Permanent. ^{Retire} ~~Transfer~~ to WNRC when 4 years old. ~~Offer~~ to NARA when 20 years old.
2. GENERAL CORRESPONDENCE FILES. Files of activities and offices (other than those covered by pars. 4610, 4630.1, and 4650) responsible for matters relating to the operation and administration of air transportation.
 Destroy when 3 years old.
3. AIR TRANSPORTATION REPORTS. Copies of reports forwarded to or summarized in reports submitted to higher authority and not specifically authorized elsewhere for disposal.
 Destroy when 2 years old.
4. AIR PASSENGER AND TRAVEL RECORDS
 Apply ^{Appropriate Subsection} ~~par. 4650.~~ ₁

SSIC 4640-4649-4643LAND TRANSPORTATION RECORDS

Related records under SSIC 4641 - Government owned
~~THE RECORDS IN THIS (4640-4649) SERIES ARE RELATED TO LAND~~
~~TRANSPORTATION RECORDS AND INCLUDE GOVERNMENT OWNED EQUIPMENT,~~
~~RAIL CARRIERS, AND MOTOR CARRIERS RECORDS.~~
equipment, SSIC 4642 - Rail carriers, and SSIC 4643 -
motor carriers. Should be retired under SSIC 4640
SSIC 4640

LAND TRANSPORTATION RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, and other records which document the establishment, development, and accomplishment of land transportation policies, plans, and programs, ~~which are maintained by ASN(S&L), and NAVSUP.~~

These records are only

2. GENERAL CORRESPONDENCE FILES. Files of activities and offices (other than those covered by pars. 4610, 4640.1, and 4650) responsible for matters relating to the operation and administration of land transportation.

3. LAND TRANSPORTATION REPORTS. Copies of reports forwarded to or summarized in reports submitted to higher authority and not specifically authorized elsewhere for disposal.

Permanent. *Refer* ~~Transfer~~ to WNRC when 4 years old. ~~Transfer~~ to NARA when 20 years old.

Retain on board. Destroy when ~~8~~ 3 years old.

Destroy when 2 years old.

SSIC 4650

PASSENGER TRANSPORTATION/TRAVEL RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of Navy passenger transportation offices and of other offices or activities performing travel and transportation functions related to passenger transportation policies, procedures, directives, methods, and practices. (Exclude departmental program records covered in par 4600.1 and MSC records covered in pars. 4620.1 and 2.)

Destroy when 3 years old.

2. TRANSPORTATION REPORTS. Reports related to passenger transportation statistical data, transportation studies and proposals, and traffic management analyses. (Include reports of payments for travel expenses not shown on transportation requests, other similar reports, and related correspondence.)

Destroy when 3 years old.

3. TRAVEL DOCUMENTS AND RECORDS

a. U.S. Government Transportation Requests (GTRs), Navy Meal Tickets (NMTs), and MAC Transportation Authorizations (MTAs). Records include cancelled copies and documents relating to issuance or sub-custody thereof and related correspondence.

Retain on board. Destroy 3 years after date of requested travel.
(GRS 9.3a)

b. Travel and Accommodations Arrangements. Copies of travel orders or authorizations; applications or requests for reservations or accommodations correspondence, reports, and related documents and correspondence for military and civilian personnel and their dependents to include group (10 or more) movements.

Retain on board. Destroy 3 years after date of requested travel.

c. Travel Expense Claims and Vouchers: Records relating to reimbursing individuals such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, enlisted, employees, dependents, or others authorized by law to travel.

(1) Travel administrative office files

Destroy when 3 years old.
(GRS 9.4a)

(2) Obligation copies

Destroy when funds are obligated.

d. Passports. Authorizations for "no fee" passports and related correspondence for military and civilian personnel and their dependents.

Destroy 3 years after issuance of passport.

e. Area Clearances for Overseas Travel. Correspondence between activities requesting and granting authority for official visits to overseas theaters for military and civilian personnel and their dependents.

Destroy after completion of travel.

f. Time Extension for Travel and Transportation Entitlements. Correspondence related to requests for extensions of travel of retired/fleet reserve members and their dependents to a home of selection.

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

4. TRANSPORTATION ACCOUNTABILITY RECORDS: Fiscal copies of vouchers and other records covering passenger transportation charters.

Destroy 1 year after all entries are cleared.

5. PASSENGER LISTS AND PASSENGER REPORTS (PASSENGER INVOICE RECAPITULATION SHEETS) AND RELATED DESTINATION SUMMARY SHEETS; CARGO REPORTS (INVOICE RECAPITULATION SHEETS) AND RELATED SUMMARIES OF CARGO (OTHER THAN MSC PERMANENT (MASTER) FILES. (EXCLUDE OTHER COPIES ACCUMULATED BY MSC ACTIVITIES AND COVERED IN PAR. 4620.16.)

Destroy when 2 years old.

SSIC 4651

REGULATIONS RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files relating to passenger transportation travel regulations.

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

SSIC 4660

TERMINAL OPERATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files created or accumulated by activities in connection with the operation and administration of cargo and terminal operation facilities, including stevedoring and ship loading operations, waterfront (port and port terminal) facilities, and transit and export operations (~~other than~~ primary program records covered in par. 4600.1).

Destroy when 2 years old.

2. STEVEDORING CONTRACTS, CROSS-SERVICE AGREEMENTS, CARGO HANDLING SERVICE, AND SPACE SHIPPING CONTRACTS

Apply ^{Appropriate Section of SSIC} ~~par~~ 4200.

ADD A

SSIC 4680CONTAINERIZATION RECORDS

1. PRIMARY PROGRAM RECORDS: Correspondence, reports, studies and other records that document the establishment, development, and accomplishment of naval logistics policies, plans, and programs for the shipment of cargo in Sealift containers, Airlift containers, MSCVANS, and MILVANS. These records are maintained only by the Office of the Chief of Naval Operations, Headquarters US Marine Corps, the Assistant Secretary of the Navy for Shipbuilding and Logistics.

Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES: Files of all supply activities and offices, both departmental and field, that relate to the administration and operation of the containerization program.

Destroy when 2 years old.

3. CARGO TONNAGE REPORTS, CARGO HANDLING REPORTS, REPORTS OF TRANSIT UTILIZATION BY TRANSIT OPERATORS, AND OTHER TERMINAL OPERATION REPORTS NOT SPECIFICALLY AUTHORIZED FOR OTHER DISPOSAL

Destroy when 2 years old.

4. TERMINAL FACILITIES DATA FILES. Ships characteristics, charts, maps, and other informational material regarding terminal facilities, handling cost, tonnage data, stowage plans, and other papers reflecting terminal facilities informational data.

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

SSIC 4670

TRANSPORTABILITY RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, guidance, and other records which document the establishment, development, and accomplishment of transportability policies, plans, and programs. ~~They include the~~ Records maintained by ~~the~~ ^{only} ASN(S&L), NAVSUP, and HQMC.

Permanent. ^{Retire} ~~Transfer~~ to ~~WNEC-PRE~~ when 4 years old. ~~7 years~~ ^{Offer} to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES (OTHER THAN THOSE COVERED BY PAR. 4670.1) WHICH ARE INVOLVED WITH SUPPORT OF THE DOD ENGINEERING FOR TRANSPORTABILITY PROGRAM.

Destroy when 3 years old.

3. TRANSPORTATION PROBLEM ITEMS. Transportability criteria, guidance reviews, and approvals which are developed by activities and offices responsible for design, engineering, construction, and transportation of transportability problem items.

Destroy when 3 years old, superseded, obsolete, or no longer needed for information, whichever is earlier.

ADD A →

~~SSIC 4690~~

GENERAL CONTAINERIZATION RECORDS (RESERVED)

SSIC 4700-4799MAINTENANCE, CONSTRUCTION, AND CONVERSION RECORDSSSIC 4700GENERAL MAINTENANCE, CONSTRUCTION, AND CONVERSION RECORDS

1. CONSTRUCTION, ALTERATION, OVERHAUL, REPAIR, SALVAGE, MAINTENANCE, OR CONSTRUCTION OF NAVAL FACILITIES, EQUIPMENT, AIRCRAFT, AND VESSELS. (EXCLUDE RECORDS COVERED IN PAR. 11013.)

Shore station construction

reports, and other records

a. General Correspondence. Correspondence, ~~correspondence, reports, and other records relating to the planning of industrial operations; Those records pertaining to correlation of work with available funds;~~ pertaining to the execution of assigned functions; preparation and issuance of designs; coordination of work assigned to private contractors; engineering procedures, work scheduling (planning) programs; and the overall supervision of these functions within the activity. ~~Located at naval activities, departments, divisions, and other organizational units. Exclude primary program correspondence~~ *Records maintained by*
filed under SSIC 4000.1A.

(1) Public works activities

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

(2) All other activities

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

b. Correspondence Relating to the Routine Internal Operation and Administration of the Activity, Department, Division, or Other Organizational Unit Concerned. ~~Located at naval activities, departments, divisions, and other organizational units.~~

Destroy when 2 years old.

Records maintained by

c. Ships Case Files. Files for submarines, non-combatant submersibles and support ships, boats and craft, carriers, amphibious and auxiliaries, battleships, destroyers, cruisers, and service craft.

(1) Documentation of design and construction of new ships from concept formulation through delivery to fleet. Documentation includes conceptual studies, preliminary design, support plan, logistics objectives, performance parameters, areas of risk alternatives, SECDEF approvals, estimates of cost, life cycle costs, potential benefits, fiscal guidance, and review confirming need.

(a) Office of the ^{Program} ~~project~~ manager

1. Class-type ship

^{Retire}
Permanent. ^{Transfer} ~~Transfer~~ to nearest FRC when 4 years old. Offer to NARA when 30 years old.
(~~NC1-NU-84-6~~)

2. All other ships

^{Retire} ^{WNRC}
~~Transfer~~ to nearest FRC when 4 years old.
Destroy when 30 years old. (NC1-NU-84-6)

(b) All other offices and activities

Retain on board. Destroy when 2 years old.
(NC1-NU-84-6)

(2) Documentation of overall management construction (including the duration of intensive management), technical direction, engineering and control, life cycle management including integration and test evaluation, planning, programming, budget and contracting support, managing procurement and production acceptance, establishment and implementation of logistics support, training, technical data services, fleet liaison, and test and evaluation execution. Documents include work tasks, schedules, cost estimates, procurement

requests, control and planning documents, test reports, progress reports, and contract administration documents. (Located at the office of the ~~project~~^{program} manager and all other offices and activities.)

(a) Cognizance of ship is transferred

Transfer to the new office.

(b) Cognizance of ship is not transferred

Destroy when 2 years old or no longer needed for reference, whichever is earlier. ~~(Transfer any material of historical value to the permanent section of the file (par. 4700.10(1) above.)~~

(3) Records documenting the overhaul, modernization, repair, activation, deactivation, maintenance, and logistics support of naval ships ~~at~~^(maintained by) the office of the NAVSEA Logistics Manager.

(a) Class-type ship

Permanent. ^{Retire} ~~Transfer~~ to WNRC when 4 years old. ~~Transfer~~ ^{Transfer} to NARA when 30 years old.

(b) All other ships

^{Retire} ~~Transfer~~ to WNRC when 4 years old. Destroy when 30 years old. (NCI-NU-84-6)

(4) Records documenting the maintenance, repair, construction of individual vessels. Consist of copies of repair, alteration, and other requests, copies of bids and specifications, inspection and departure reports, material inventories, and other similar reports and papers, related correspondence at naval shipyards, facilities, and other activities concerned with the upkeep, maintenance, repair, alteration, and readiness of vessels and other craft.

(a) Summary of records relating to major alterations

Transfer to nearest FRC
when 4 years old.
Destroy when 30 years
old. ~~(NCl-NU-85-4)~~
(NCl-NU-85-4)

(b) All other records

Retain on board. Destroy
when 4 years old.
(NCl-NU-85-4)

d. Job Control or Status Cards, Check-off Lists, or Other Progress or Status Control Records. Records relating to upkeep, maintenance, repair, construction, or alteration work. Located at naval activities, departments, divisions, or other organizational units.

Retain on board. Destroy
when action is completed.

e. Cards or Other Local Control Records. Records relating to the status (readiness or other) of individual vessels, crafts, or the equipment under an activity's cognizance. Located at naval activities, departments, divisions, or other organizational units.

Retain on board. Destroy
when craft or equipment
is disposed of or
transferred.

f. Work Lists Covering Approved Alteration and Repair Projects. Located at naval activities, departments, divisions, or other organization units.

Apply ^{Appropriate section 8551c} ~~4200~~ 4200.

g. Machinery or Equipment Histories. Cards or other similar records and related documents. Located at naval activities, departments, divisions, and other organizational units.

Retain on board. Destroy
1 year after equipment
or machinery becomes
obsolete or is scrapped.
Destroy when 2 years old.

h. U.S. Coast Guard Recommendations for Repairs to Vessels. Located at shipyards, facilities, and other activities concerned with upkeep, maintenance, repair, alteration, and readiness of vessels and craft.

→ Destroy when 3 years
old

i. Job or Project Order (Ship, Craft, or Equipment) Files. Files accumulated by shops performing maintenance services and other work, including rework, repair, and conversion work for aircraft, USN and USNS ships, and other craft, and for naval weapons and equipment. These consist of copies of job and project orders, together with copies of related plans, bids, repair specifications, schedules, invoices, completion and inspection reports, and similar or related papers, including correspondence. (Exclude copies to be filed in contract or order case files covered in par. 4200 and accounting copies of orders covered in par. 7303.)

Retain on board. Destroy 2 years after completion of job or project.

j. Specifications Reference Files. Extra copies of specifications, including contract specification estimates for repairs, rework, overhaul, etc., to ships, craft, weapons, and materials. Located at naval activities, departments, divisions, or other organizational units.

Retain on board. Destroy when 2 years old, upon completion of related work, obsolete, or no longer needed for reference, whichever is earlier.

k. Engineering Drawings and Plans Reference Files. Copies used in connection with repair, maintenance, construction, and conversion operations. Located at naval activities, departments, divisions, and other organizational units. (See technical subject series for master files.)

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

l. Engineering Instruction Sheets. Information and working copies only. Located at naval activities, departments, divisions, and other organizational units.

Retain on board. Destroy upon completion of job or when no longer needed for local reference.

m. Copies of Master or Other Contracts. Contracts including repair, rework, overhaul, conversion, or construction contract files (ships, aeronautical services, and others). Located at naval activities, departments, divisions, and other organizational units. (See also ~~par.~~ 4200 for contract case files.)

Retain on board. Destroy 1 year after completion of repair or alteration.

SSIC

A00A

SSIC ~~4700~~GENERAL MAINTENANCE, CONSTRUCTION, AND CONVERSION RECORDS

2. SHIPS DESIGN SERVICES ALLOCATION SYSTEM. This system, sponsored by OP 04 and executed by NARDAC Washington, provides information for budget and allocation plans and ship alteration development status as well as generating out year budget reports. The system also maintains the alteration development status, provides for the distribution of design products, and maintains a planning yard scheduling matrix. System supports NAVSEASYSCMD, SUPSHIPS, and all 8 Naval Shipyards.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

Retain on board. Destroy when no longer required for reference

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

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

ADUB

3. TRIDENT LOGISTICS DATA SYSTEM (LDS) This system; sponsored by OP 04 and maintained by Navy Fleet Material Support Office, Mechanicsburg, Pa.; provides maintenance and supply interface for the refit of Trident submarines

a. Master file and historical data tapes

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper

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

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

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

n. Manufacturing Work and Repair Orders and Requests. Located at naval activities, departments, divisions, and other organizational units.

Appropriate section of SSIC
Apply ~~para~~ 4200.

o. ^{Manager}Industrial Management Project Files. Files concerned with the construction, repair, rework, conversion, and maintenance of naval craft (ships and aircraft), missiles, facilities, and material. Located at air rework facilities, air facilities, shipyards, and other activities.

Destroy when 2 years
old

→ (1) ~~Research and development project files~~

Permanent. ~~Transfer to inactive project file upon completion.~~
~~Transfer to nearest PRC 5 years after completion.~~
~~Offer to NARA 20 years after transfer to PRC.~~

(2) ~~Other project files~~

~~Destroy when 2 years old.~~

SSIC 4701

SCHEDULING RECORDS

1. GENERAL CORRESPONDENCE FILES MAINTAINED AT VARIOUS SHOPS PERFORMING THE WORK. Files relating to work scheduling and progressing, maintenance, upkeep, repair, construction, and improvement work for ships and other craft, equipment and material, and facilities and installations.

Destroy when 2 years old.

2. OVERHAUL, ALTERATION, MAINTENANCE, AND UPKEEP SCHEDULES. Schedules consisting of shop and job schedules, equipment upkeep, and maintenance schedules and related control records at shops performing the work.

SSIC ~~4704~~MAINTENANCE, CONSTRUCTION, AND CONVERSION SCHEDULING RECORDS

4. SHIPYARD MIS: PRODUCTION SCHEDULE SYSTEM In this system, information from PERT and CPM reports provide production schedulers with network information concerning schedule date, critical jobs, and potential areas of network logic improvement. The system also accommodates manually developed schedules and provides for rescheduling based on key events. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, Md. and all Naval Shipyards.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

(ADD 3)

5. SHIPYARD MIS: WORKLOAD FORECAST SYSTEM This system consists of a total man-day forecast and the distribution of this forecast over time. The total man-day forecast is a prediction, by ship and shop, of the total man-days required to accomplish a particular availability. The workload report shows what the anticipated shipyard workload will be in the future based on total man-day forecasts. Schedule load reports show shipyard workload based on work that is issued and scheduled. Force distribution reports show a comparison of actual deployment of personnel as assigned

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

6. SHIPS FORCE OVERHAUL AND MANAGEMENT SYSTEM (SFOMS) Provides ships forces with the capability to manage their own assigned work during a shipyard availability. System is executed on ships using NAVSEA developed software

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

a. Shop and Job Schedules

Destroy when 6 months old.

b. Equipment Upkeep and Maintenance Schedules

Destroy when 1 year old.

3. LOCAL WORKLOAD CONTROL, PROGRESS, AND STATUS RECORDS. Records including reports, cards, schedules, and related records that are prepared or maintained for local, internal production planning or scheduling and work progress reporting or control purposes. These records are accumulated by shops and other activities concerned with the upkeep, maintenance, construction, and repair of aircraft, vessels, other craft, and naval equipment and materials. Include progress control cards; production, distribution and delivery, material erection, and other schedules; and other local records and correspondence used to schedule work or to control work in progress.

a. Job Status Reports and Listings

Destroy when 1 year old.

b. All Other Records

Destroy when 6 months old or 6 months after completion of job, project order, or contract, whichever is later.

SSIC 4710-4713

OVERHAUL/REWORK RECORDS

~~THE RECORDS IN THIS (4710-4719) SERIES ARE RELATED TO OVERHAUL/REWORK RECORDS AND INCLUDE RESTRICTED AVAILABILITY, TENDER AVAILABILITY, AND TECHNICAL AVAILABILITY RECORDS.~~

Related records under SSIC 4711-Restricted Availability, SSIC 4712-Tender Availability, and SSIC 4713-Technical Availability should be filed under SSIC 4710.

ADDA
ADD B&C

~~SECRET~~

4. REFUELING OF NUCLEAR-POWERED VESSELS RECORDS. Shipyard prepared manuals, procedures, and test documents with verification signature statements recording data and verifying proper performance of designated actions for refueling work. Include records relating to the following activities: personnel and equipment safety; prevention of accidental critically; control of radiation exposure; assurance of proper operation of circuits or equipment which provides reactor protection, containment, plant integrity, or an engineered safeguard; verification that a condition specified in a step by step procedure as prerequisite to further testing or work has been satisfactorily achieved; and improper conduct of testing or work such that the worth of the testing or work is compromised.
(NC1-344-78-1)

Retire to the nearest FRC one year after the completion of the refueling availability. Destroy upon completion of the next refueling availability or when 15 years old whichever is sooner.

5. OVERHAUL/REPAIR WORK ON NUCLEAR-POWERED VESSELS.

A. Welding Records. Weld and non-destructive test records which provide objective quality evidence of the integrity of the reactor plant piping and structural welding work.

Retire to nearest FRC one year after completion of availability. Destroy when vessel is stricken from Naval service.

b. Shielding Records. Records which provide objective quality evidence of the integrity of shielding installations and originals of completed shield surveys.

Retire to nearest FRC one year after completion of availability. Destroy when vessel is stricken from Naval service.

c. Level I piping system material. Records of objective quality evidence, including material certification and receipt inspection, of proper material installed in level I piping system applications.

Retire to nearest FRC one year after completion of availability. Destroy when vessel is stricken

ADD 3

d. SUBSAFE Program records. Submarine material certification records which provide objective quality evidence of the attributes certified in Reactor Plant Work Accomplishment Reports (SUBSAFE information).

from Naval service.

Retire to nearest FRC one year after completion of availability. Destroy when vessel is stricken from Naval service.

e. Mechanical and Brazed joint records. Mechanical joint records for any mechanical joint in a Level I system or Level III system which is inaccessible during reactor operation; and any reactor plant brazed joint record for joints that are inaccessible during reactor operations.

Retire to nearest FRC one year after completion of availability. Destroy when vessel is stricken from Naval service.

f. Propulsion Plant Test Procedures. Records of completed Propulsion Plant Tests.

Retire to nearest FRC one year after completion of availability. Destroy when vessel is stricken from Naval service.

g. Arrival, pretest, and plant certification inspection. Records associated with ship arrival in a shipyard or repair facility, pretest and plant certification inspections and not covered in items a thru f above.

Retain on board. Destroy six months after the end of the availability or ship delivery.

h. Qualifications Records. Records of current qualifications of personnel required to perform naval nuclear work.

Retain on board. Destroy when certification expires.

i. Installation, overhaul, repair, and support records. Records supporting the installation, overhaul, repair, and support of systems, components, or equipment not included in items a thru g above.

Cut off file at the end of the availability and retire to nearest FRC. Destroy when 3 years old.

j. Overhaul Report. Overhaul report as required by NAVSEA 0989-037-2000 and NAVSEA 0989-043-0000.

Retire to nearest FRC one year after completion of availability. Destroy when vessel is stricken from Naval service.

SSIC 4710OVERHAUL/REWORK RECORDS

1. OVERHAUL USAGE DATA. Data relating to aeronautical craft and materials maintained by activities concerned with overhaul operations.
2. PROJECT CASE FILES FOR TYPES OF CRAFT OR EQUIPMENTS. Correspondence, copies of specifications, data, and related records pertaining to the overhaul and modification of types of craft. (See also par. 4700.1d.)
3. OVERHAUL AND REWORK REQUIREMENT SCHEDULES. These records document working plans and requirements for major rework and overhaul work scheduled or programmed. Include master work schedules, together with any changes thereto, and related papers.

Destroy when 2 years old.

~~Retain on board.~~ Destroy when craft or equipment is obsolete.

~~Retain on board.~~ Destroy 1 year after superseded by new schedule.

100
A-2
6. OTHER OVERHAUL REWORK RECORDS

Apply appropriate sub-item of ~~par.~~ 4700.

SSIC

SSIC 4720ALTERATIONS AND IMPROVEMENTS RECORDS

1. COPIES OF SHIP ALTERATIONS (SHIPALTS), ORDNANCE ALTERATIONS (ORDALTS), AND NAVAL ALTERATIONS (NAVALTS), AND OTHER ALTERATIONS AND REPAIR SPECIFICATION DOCUMENTS OR MATERIAL LISTS. Records maintained by maintenance, construction, and repair activities or facilities, or by supply activities for inventory control and other supply management purposes or to facilitate local maintenance, construction, or repair action.

Retain on board. Destroy when superseded, cancelled, upon completion of alteration of repair program, when craft or vessel is stricken, or when material is deleted from supply system, *whichever is applicable.*

2. PROJECT (CASE) FILES. Files relating to the major alteration of individual vessels or craft.

Retain on board. Destroy when vessel or craft is stricken.

3. OTHER ALTERATION AND IMPROVEMENT RECORDS, *Includes field changes to supporting electronic equipment, suggested modifications to alterations, and testing records.*

~~Apply appropriate sub-item of par. 4700.~~
Destroy when 2 years old.

SSIC 4730

INSPECTIONS, EXAMINATIONS, TESTS AND SURVEYS RECORDS

1. BOARD OF INSPECTION AND SURVEY, WASHINGTON, DC, RECORDS

Primary Program

a. ~~General~~ Correspondence Files of the President of the Board. That portion of the files that documents the Board's organizational and functional history and the development and execution of plans, policies, procedures, and essential transactions pertaining to the Board's primary function of providing for periodic and special inspection of ships and other craft, supervision and review of sub-boards, participation by the Board itself in inspections, execution of directives from higher authority, and the development and issuance of instructions and procedures relating to inspections, and related index records. (Exclude files relating to the routine administration of the Board covered ~~in par. 4730.2.~~
under SSIC)

Retire
Permanent. ~~Transfer~~ to WNRC when 4 years old.
~~Transfer~~ Offer to NARA when 20 years old.

b. Ship and Craft (Case) Files. Individual inspection case folders for each vessel or craft that has undergone inspection by the Board. Consist of inspection reports, commissioning and decommissioning data, instructions to regional and sub-boards, schedules of inspections, specification and construction data, blueprints, precepts for inspections, related correspondence, and other supporting papers.

Permanent. Place in inactive file when ship or craft is stricken.
Retire ~~Transfer~~ inactive files in annual blocks to WNRC.
~~Transfer~~ Offer to NARA when 20 years old.

c. Control Records (Kardex or Other) of Ship and Craft Inspections and Trials. Summary records showing dates of trials and inspections and other data filed by fleet organization.

Retain on board. Destroy when ship or craft is stricken.

d. Board's Reference File of Data Books and Ships Plans

(1) Obsolete and duplicate records and files

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

(2) All other reference records

Retain on board. Destroy when 5 years old.

e. Message Files. Information copies of messages relating to inspections, surveys, alterations, damages, and repairs of vessels and craft.

Destroy when 2 months old.

2. GENERAL CORRESPONDENCE FILES. Files relating to the internal operation and administration of boards and sub-boards of inspection and survey.

Destroy when 2 years old.

3. WORKING PAPERS OF BOARDS AND SUB-BOARDS OF INSPECTION AND SURVEY. Working papers including drafts and background data and other data or information summarized or incorporated in final reports.

Retain on board. Destroy upon final approval and issuance of report.

4. REPORTS OF BOARDS, SUB-BOARDS, AND DISTRICT SUB-BOARDS OF INSPECTION AND SURVEY. (Other than those maintained by the Board of Inspection and Survey, Washington, DC, covered in par. 4730.1b.)

a. Acceptance Trial Reports

Retain on board. Destroy when superseded by new inspection report.

b. Material Inspection Reports. Inspection reports for active and inactive aircraft, vessels, and other craft for naval facilities and general aeronautical, ordnance, and other equipment, related

Retain on board. Destroy when superseded or craft or equipment is removed

ADD A

SSIC-4730

INSPECTIONS, EXAMINATIONS, TESTS, AND SURVEYS RECORDS

7. SHIPYARD MIS: PERFORMANCE MEASURES SYSTEM. This system compares actual and planned manhours against performance standards for a variety of shipyard jobs. Standards for this system are developed by the responsible planning yard. System is executed at all 8 Naval Shipyards.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

(ADD B)

8. SHIPYARD MIS: PRODUCTION CONTROL SYSTEM This system provides the information needed to control productive work on a daily basis and is of two general types: specific key operation (KEYOP) status and cumulative status by type of overhaul

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

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

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

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

check lists, correspondence, and other records. These reports relate to condition of craft, equipment, or other material and to the need for rework or changes, etc.

5. EQUIPMENT OR MATERIAL INSPECTION OR TEST REPORT FILES. These are copies maintained by activities performing maintenance, repair, inspections, serviceability, and construction functions or related operations. Files consist of reports of inspections or tests and related data, control sheets, or check lists, correspondence, and supporting papers. (Exclude records of boards of inspection and survey covered in par. 4730.1.)

6. UNSATISFACTORY EQUIPMENT REPORT FILES. Copies of reports indicating defective equipment or equipment failures. Contain information such as description of defect, cause of trouble, recommended action, and other related information. (Exclude copies to be filed in contract or purchase order for material or services case files when reports relate to contracts or orders.)

a. Quality Control Copies

b. All Other Copies

from naval custody, e.g., sold scrapped or stricken, whichever is earlier.

Retain on board. Destroy when 2 years old, superseded by new report, or material or equipment is disposed of (removed from naval custody), whichever is earlier.

Apply par. 4855.1.

Destroy when 2 years old.

ADD A&B →

SSIC 4731

EQUIPMENT OIL ANALYSIS RECORDS

GENERAL CORRESPONDENCE AND DIRECTIVES PERTAINING TO NON-DESTRUCTIVE TESTS, CONDUCTED TO DETERMINE EQUIPMENT CONDITIONS TO AID IN MAINTENANCE OF OIL WETTED SYSTEMS.

ON MACHINERY COMPONENTS

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

SSIC 4732SHIPBOARD WEIGHT HANDLING EQUIPMENT INSPECTION, TESTING, AND MAINTENANCE RECORDS

1. CORRESPONDENCE, TESTS, MEMOS, AND REPORTS. Records dealing with inspection and test results ^{maintained by} located at shipyards and SUPSHIPS. *Include load tests of booms, winches, cranes, davits, topping lifts and other cargo handling equipment.*
2. MAINTENANCE RECORDS. Records covered under the 3M system.

Retain on board. Destroy after next inspection and test of equipment.

Apply ^{SSIC} ~~par.~~ 4790.

SSIC 4733MARINE CORPS CALIBRATION PROGRAM RECORDSGENERAL CORRESPONDENCE

1. ~~PRIMARY PROGRAM RECORDS~~. General correspondence files of HQMC and other MARCORPS field activities and offices that document the ~~development~~, execution, and accomplishment of plans, policies, programs, and procedures pertaining to the development and readiness of the MARCORPS calibration program. *These files consist of correspondence, reports, plans, studies, ^{standards} data, and other records maintained at the headquarter's central files or in officially authorized decentralized offices. Exclude primary program correspondence filed under SSIC 40001A.*
2. INTERNAL OPERATING RECORDS. Correspondence, reports, and other records relating to the routine internal operation and administration of activities performing functions and relating to the MARCORPS calibration program.
3. PERIODIC REPORTS RELATING TO THE MARCORPS CALIBRATION PROGRAM. Activities' copies of reports submitted to higher authority and not

Retire
~~Permanent.~~ ~~Transfer~~ to WNRC when 5 years old. ~~Destroy~~
~~Offer to NARA~~ when 20 years old.

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

Retain on board. Destroy when 5 years old.

specifically authorized for other disposal in this manual and include reports such as monthly and quarterly calibration status reports.

SSIC 4734

NAVY CALIBRATION PROGRAM RECORDS

GENERAL CORRESPONDENCE

1. ~~PRIMARY PROGRAM RECORDS~~. Files of systems commands and offices that document the ~~development~~, execution, and accomplishment of plans, policies, programs, and procedures pertaining to the development and readiness of the Navy calibration program. These files consist of correspondence, reports, plans, studies, ^{standards} data, and other records. They are maintained at the headquarter's central files or in officially authorized decentralized offices. *Exclude primary program correspondence filed under SSIC 4000.1A.*

Retire
Permanent. Forward to WNRC when 4 years old. ~~Destroy~~
~~Offer to NARA~~ when 20 years old.

2. INTERNAL OPERATING RECORDS. Correspondence, reports, and other records relating to the routine internal operation and administration of activities performing functions relating to the Navy calibration program.

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

3. PERIODIC REPORTS RELATING TO THE NAVY CALIBRATION PROGRAM. Activities' copies of reports submitted to higher authority and not specifically authorized for other disposal in this manual. Include reports such as monthly and quarterly calibration status reports.

Retain on board. Destroy when 5 years old.

SSIC 4740

SALVAGE AND TOWING RECORDS

1. REPORTS OF SALVAGE OR OF SALVAGEABLE MATERIALS. Copies of reports submitted to higher authority.

Destroy when 2 years old.

2. RECORDS RELATING TO REDISTRIBUTION AND DISPOSAL (BY SALE OR OTHER MEANS) OF SALVAGEABLE OR SCRAP MATERIALS.

appropriate Section SSIC
Apply ~~par.~~ ^{4010.3.}

SSIC 4750UPKEEP RECORDS

1. EQUIPMENT UPKEEP AND PREVENTIVE MAINTENANCE RECORDS. Logs, tapes, charts, work sheets, and other forms used to record daily equipment performances, periodic services, or technical inspections of equipment; engineer equipment performance logs or sheets or other local equipment operation or installation maintenance logs.

Retain on board. Destroy upon completion of next periodic maintenance service or inspection.

2. UPKEEP AND PREVENTIVE MAINTENANCE SCHEDULES

Destroy when 1 year old.

SSIC 4760CONSTRUCTION AND CONVERSION RECORDS

1. PROJECT (CASE) FILES. Copies of job and project orders, together with related plans, specifications, correspondence, and other records regarding conversion jobs for individual ships or other craft. These case files are maintained by shipyards or other activities concerned with the conversion of naval vessels or craft. *Include copies of Engineering plans and drawings used for conversion.*

~~Retain on board.~~ Destroy 2 years after completion of conversion.

2. ENGINEERING DRAWINGS AND PLANS FOR ORDNANCE, AERONAUTICAL, SHIPS MATERIAL, FACILITIES, ETC.

~~Apply appropriate matter technical subject series in this manual.~~

SSIC 4770RESERVE FLEETS AND INACTIVE SHIPS OR AIRCRAFT RECORDS

1. SHIPS RECORDS. Routine correspondence relating to the day-to-day administration of the office/activity. ~~(See also par. 3503.)~~

Destroy when 2 years old or no longer needed, whichever is earlier.
(GRS 23.1)

2. AIRCRAFT RECORDS. Routine correspondence relating to the day-to-day administration of the office/activity. ~~(See also par. 5442.)~~

Destroy when 2 years old or no longer needed, whichever is earlier.
(GRS 23.1)

SSIC 4780

SERVICE CRAFT AND RELICS RECORDS

1. REPORTS, MEMORANDA, AND RELATED CORRESPONDENCE. Records concerning the cleaning, inspection, and maintenance of service craft and the care of their equipage and stores.

Destroy when 1 year old.

~~SSIC 4790-4799~~

~~MAINTENANCE AND MATERIAL MANAGEMENT RECORDS~~

~~THE RECORDS IN THIS (4790-4799) SERIES ARE RELATED TO MAINTENANCE AND MATERIAL MANAGEMENT RECORDS AND INCLUDE NAVAL TELECOMMUNICATIONS, COMMAND MAINTENANCE ASSISTANCE SUPPORT PROGRAM (NAVTELCOM MASP), TECHNICAL ASSISTANCE, COMMUNICATIONS, AND ELECTRONIC EQUIPMENT, AND TECHNICAL ASSISTANCE (OTHER) RECORDS.~~

SSIC 4790

MAINTENANCE AND MATERIAL MANAGEMENT RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, instructions, studies, and other records that document the establishment, development, and accomplishment of naval maintenance and material management policies, plans, and programs. These records are maintained by ASN(S&L), and ~~MARCORPS activities.~~ Headquarters USMC.

Permanent Retire
~~Permanent.~~ Transfer to
WNRC when 4 years old.
~~Offer to NARA when 30~~
~~years old. Offer to~~
NARA when 20 years
old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files of all activities and offices (departmental, fleet, and field) relating to maintenance and material management, ~~other than~~ ^{Excluded} primary program records ~~filed under~~ ^{SIC 4790.1}.

Destroy when 2 years old.

3. MAINTENANCE DATA SYSTEM OF THE NAVY MAINTENANCE AND MATERIAL MANAGEMENT (3M) SYSTEM. These records are accumulated by fleet and field activities in accordance with governing OPNAV instructions for the aviation and ships 3M systems. The records may be accumulated in various physical forms, such as punched cards, tapes, microfiche, printouts, lists, logs, etc. In general, however, they are accumulated as mechanized records.

a. When Data or Information is Accumulated on Magnetic or Punched Tape

Destroy after the same period of time specified for the conventional paper record serving essentially the same purpose.

b. Records used Merely as a Working Media for Transmitting Data to Tape Records

Destroy as "working papers" after data has been converted to the tape and the tapes have been verified in accordance with acceptance procedures.

4. CENTRAL DATA BANK OF THE MAINTENANCE AND MATERIAL MANAGEMENT (3M) SYSTEM. These data files are retained in the central data bank of Navy Maintenance Support Offices (NAMSOS) and are used to prepare 3M reports for distribution.

Retain on board. Destroy when obsolete or no longer needed.

5. MARCORPS EQUIPMENT OPERATION AND MAINTENANCE MANAGEMENT FORMS AND RECORDS. Files maintained as specified in the current edition of the Equipment Record Procedures Manual (TM-4700-15/1).

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

SSIC 4800-4899CURRENT PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS

THESE RECORDS ARE ACCUMULATED BY MAJOR COMMANDS AND FIELD PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING ACTIVITIES. THEY RELATE TO CURRENT INDUSTRIAL PRODUCTION, INDUSTRIAL PREPAREDNESS AND MOBILIZATION PLANNING, AND TO THE DETERMINATION OF CURRENT AND POTENTIAL PRODUCTION CAPACITIES OF INDUSTRIAL FACILITIES OR THE PRODUCTION OF ITEMS OF SUPPLY. RECORDS ARE MAINTAINED FOR INDIVIDUAL FACILITIES (COMMERCIAL CONCERNS OR PLANTS) AND FOR SPECIFIC ITEMS OF SUPPLY.

SSIC 4800GENERAL CURRENT PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS

1. INDUSTRIAL PRODUCTION AND INDUSTRIAL PREPAREDNESS PLANNING RECORDS. Primary Program records that document development and establishment of production and industrial mobilization readiness plans, policies, programs, procedures, and essential transactions and accomplishments. (Master production planning and reserve program case files are retained by the Office of the Secretary of Defense.)

Records are maintained by Office of the Secretary of the Navy.

*Permanent Retire
Permanent. Transfer to
WNRC when 4 years old. Transfer
to NARA when 20
years old.*

2. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of activities pertaining to production and industrial preparedness planning, scheduling expediting, control, analysis, and to supply sources and industrial capabilities. (Exclude primary program records covered in ~~para. 4000.1 and 4800.1.~~)

Destroy when 2 years old.

SSIC 4810-~~4811~~REQUIREMENTS RECORDS

1. PRODUCTION REQUIREMENT REPORTS AND RELATED PAPERS. Copies of current and/or projected requirement reports submitted or summarized in reports forwarded to higher authority.

Destroy when 2 years old.

SSIC 4812MOBILIZATION/EMERGENCY REQUIREMENTS RECORDS

1. GENERAL CORRESPONDENCE AND INDUSTRIAL PREPAREDNESS PLANS AND REPORTS FOR ACQUISITION OF PROGRAMS. *Exclude ~~program~~ program planning documents under SSIC 4800.1*

a. Records of a Routine Nature

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

b. Records of Historical Significance. ~~Records determined by the Director, Naval Historical Center that warrant preservation.~~

~~Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.~~

SSIC 4813BILLS OF MATERIAL RECORDS

1. BILLS OF MATERIAL (SUCH AS DD-346 AND -347), INCLUDING STANDARD, DETAILED, MODIFIED, AND SUMMARY BILLS OF MATERIAL AND SIMILAR MATERIAL DATA RECORDS. Records contain data such as name, form, size, quantity, and description of material, assembly data, and specifications.

a. Copies used as Supporting Documents to Requisitions, Job Orders, Contracts, or Other Records

Retain on board. Destroy with the documents which the bills support.

b. Reference Copies Used for Material Developments, Productions, or Mobilization Planning Purposes

~~Retain on board.~~ Destroy when superseded, cancelled, or obsolete ~~or when 5 years old whichever is earlier.~~

SSIC 4814

MATERIAL AND PRODUCT CLASSIFICATION RECORDS

~~Destroy when 5 years old~~
Apply par. 4813-1.

SSIC 4830

PRIORITIES AND ALLOCATION RECORDS

~~1. PRIMARY PROGRAM RECORDS. Records documenting the overall development, direction, and accomplishments of the defense materials system and defense priorities system.~~

~~Permanent. Transfer to~~
~~WNRC when 4 years old.~~
~~Destroy when 20 years old.~~

2. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of activities pertaining to operations of the defense materials system and defense priorities system program functions.

Destroy when 10 years old.

SSIC 4831

PREFERENCE RATINGS RECORDS

1. COPIES OF CORRESPONDENCE ADVISING CONTRACTORS OR OTHERS OF RATINGS APPLICABLE TO SPECIFIC CONTRACTS. Files include information copies of related documents. (See par. 4200 for copies in official contract files.)

Retain on board. Destroy 1 year after completion of related contract or purchase order.

2. SPECIAL PRIORITIES ASSISTANCE CASE FILES. Files consist of request for special priorities assistance, in obtaining materials and components directives and memorandum of agreements issued, and related documents, control ledgers, reports, and correspondence. ~~(Exclude primary program records covered in par. 4830.1.)~~

Destroy when 3 years old.

SSIC 4832

CONTROLLED AND UNCONTROLLED MATERIALS ALLOCATION RECORDS

1. CONTROLLED, UNCONTROLLED, AND CRITICAL MATERIALS FILES. General correspondence files, reports, and other records relating to requirements for and the allotment and allocation of controlled, uncontrolled, and critical materials under the defense material system program. Include such records as controlled materials program allocations and allotments, allocation determinations, materials requirements steel and nickel alloy, reports of controlled materials allotments, and allotment worksheets and tabulations. ~~(Exclude primary program records covered in par. 4830.1.)~~ Records also relate to subject areas in industrial manpower, plan performance awards, records on current requirements, material and product classification, and product expediting.

Destroy when ⁵/₂ years old.
~~(GRS 23.1)~~

SSIC 4840

MATERIALS RECORDS

1. GENERAL CORRESPONDENCE FILES, INSTRUCTIONS, AND NOTICES ON MATERIALS, PLANS, AND REPORTS ON ACQUISITION OF MATERIAL

- a. General Correspondence Files of offices dealing primarily with materials acquisition in support of mobilization programs.

~~Retain on board.~~ Destroy when 5 years old.
~~(Selective material)~~

~~should be maintained in
5-year increments for
historical purposes, when
appropriate.)~~

b. Instructions and Notices

Retain on board. Destroy
when superseded or can-
celled.

SSIC 4841

STOCKPILING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the internal administration of the storage, handling, and care of strategic and critical materials under the national stockpile program.

Destroy when 2 years old.

2. NATIONAL STOCKPILE REPORTS. Reports such as national stockpile storage reports and other records pertaining to the maintenance and security of strategic and critical materials. Include records of material on board; receiving, shipping, and inventory reports; and related correspondence.

Retain on board. Destroy
2 years after final
outshipment of national
stockpile material.

SSIC 4850

GENERAL PRODUCTION PLANNING, PROGRESSING, EXPEDITING, AND SCHEDULING RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of activities pertaining to production planning and scheduling; production expediting, analysis, and controls; production engineering; and production surveillance. Include local production plans, schedules, and related data.

Destroy when 2 years old.

2. PRODUCTION MANAGEMENT RECORDS. Correspondence, reports, and other documents relating to management and surveillance of production programs, including production progress and status reporting, actions to resolve actual or potential problem areas, and for controlling, facilities, and expediting delivery of materials or services required by defense contracts. (See ^{SSIC} par. 4200 for copies of production reports included in official contract files.)

a. Production Progress Reports

Destroy when 2 years old.

b. Local Production or Industrial Status Control Records

Retain on board. Destroy when superseded or obsolete.

3. ^{ON}PRODUCTIVE OPERATIONS, CORRESPONDENCE, REPORTS, AND OTHER RECORDS. Records relating to production operations of an activity and to the supervision and operation of the technical production ^{Facilities} ~~shops~~, utilization of equipment, application of safety measures, and to meeting production quotas. Include reports and statistical compilations.

Destroy when 2 years old.

~~4. MAINTENANCE, CONSTRUCTION, AND CONVERSION SCHEDULING RECORDS~~

~~Apply par. 4701.~~

4B. JOB ASSIGNMENT CONTROL OR PROGRESS RECORDS. Card ticklers, chits, or other documents or records used as an internal assignment or progress control record.

Retain on board. Destroy after completion of job.

~~5B. SHOP REPORTS ANALYZING LABOR AND MATERIAL EXPENDITURES ACCUMULATED BY PRODUCTION DEPARTMENTS OF ACTIVITIES~~

~~Destroy when 2 years old.~~

SSIC 4853

PRODUCTION ANALYSIS RECORDS

1. shop and departmental reports analyzing labor and material expenditures.

~~Apply par. 4850.~~

Destroy when 2 years old.

SSIC 4855QUALITY ASSURANCE/CONTROL RECORDS

1. QUALITY ASSURANCE AND CONTROL RECORDS. Correspondence, reports, and other records relating to the quality assurance and quality control programs, including copies or reports of damage of improper shipment, reports of defective or unsatisfactory equipment, notices of defective material, special survey reports, and other similar papers used for quality control purposes in connection with the production and acceptance of materials (acceptance quality control levels) and the classification of defects and the correction of deficiencies reported. (~~See also par. 5220.~~)

~~Retain on board.~~ Destroy when 2 years after ~~corrective or other action has been completed.~~ *o.k.*

SSIC 4857MILITARY URGENCIES SYSTEM RECORDS

1. ~~ANY TYPE OF~~ CORRESPONDENCE ^{AND OTHER RECORDS} PERTAINING TO TECHNIQUES, OPERATIONAL PLANS, RESEARCH AND DEVELOPMENT, ACQUISITION, AND STAFF STUDIES OF MILITARY URGENCIES SYSTEM

a. Consolidated or Summary Records Reflecting Documentation of Different Systems

~~Permanent.~~ ^{Retire} Forward to FRC when 4 years old. ~~Offer to NARA when 20~~ ¹⁰ years old.
 ~~Destroy~~

b. All Other Records. *Include correspondence files, staff studies, acquisition documents, feeder reports, and similar documents*

Retain on board. Destroy when ~~10~~ ³ years old.

SSIC 4858VALUE ENGINEERING RECORDS

1. INSTRUCTIONS, NOTICES, REPORTS, STUDIES, AND GENERAL CORRESPONDENCE. Records pertaining to value analysis, value control, value improvement, and value management.

- a. Compiled Reports and Studies Retained for ^{reference} ~~Historical~~ Purposes
- b. Instructions and Notices
- c. Other Records such as leader reports and general correspondence.

Retain on board. Destroy when no longer needed.

Retain on board. Destroy when cancelled or superseded.

Destroy when 3 years old.

SSIC 4860

COMMERCIAL/INDUSTRIAL (C/I) ACTIVITIES PROGRAM RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to contracting of civil service performed commercial/industrial type activities operations which include public announcement of reviews, statement of work, obtaining OSD and CNO approvals, in-house cost estimates, advertising for bids, issuing RIF notices, and commencing contracts.

Retain on board. Destroy 3 years after completion of project.

SSIC 4861

NAVY AND MARINE CORPS MANUFACTURING FACILITIES RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other documents relating to Navy and MARCORPS-operated manufacturing plants, facilities, or shops.

- a. Ordnance Type Production or Manufacturing Activities

^{SSIC}
Apply appropriate 8000 ~~2~~
subject matter series for

b. Shipyards and Other Ship Facilitiesc. Aeronautical Facilitiesd. All Other Facilities Records

2. ORIGINAL AND/OR MASTER MICROFILM NEGATIVES OF PRODUCTION DRAWINGS AND RELATED ENGINEERING DATA AND SPECIFICATIONS FOR NAVAL WEAPONS AND MATERIALS. These are generally accumulated by activities having design and/or production cognizance of items or materials.

3. MANUFACTURING AND ENGINEERING DATA WORKING FILES. Records containing engineering and manufacturing data for items of naval materials and equipment. These are convenience files accumulated by manufacturing facilities or other interested activities in connection with the manufacture, production, scheduling, or procurement of naval materials and equipment which consist of copies of drawings, tracings, manufacturing specifications and standards, commercial or government manufacturers' operating instructions or catalogs, or process sheets, test data, and other pertinent papers. (See par. 4121 for master specification files of design cognizant activities.)

handling of activities'
~~primary~~ program records.

Apply appropriate ^{SSIC} 9000 subject matter series for handling of activities' ~~primary~~ program records.

Apply appropriate ^{SSIC} 13000 subject matter series for handling activities' ~~primary~~ program records.

Destroy when 2 years old.

~~per apply appropriate section permanent. handle as SSIC provided in par. 4121.3 4121.2 and in pertinent technical subject matter areas. Offer to NARA when 20 years old.~~

Retain on board. Destroy when material is superseded or item becomes obsolete.

(1) Original hard copy

Destroy after microfilmed
and microfilm verified
for accuracy.

(2) Master negative

Retain on board. Destroy
when superseded,
obsolete, or manufacture
of item is discontinued.

b. All Other Records

Retain on board. Destroy
when superseded,
obsolete, or manufacture
of item is discontinued.

SSIC 4871

RESERVE PRODUCTION EQUIPMENT RECORDS

1. RESERVE PRODUCTION EQUIPMENT CASE FILES. Correspondence, reports, copies of contracts, inventory documents, and other records relating to production equipments (government-owned or privately-owned) being retained in lay-away or storage to support future procurement or mobilization requirements.

Destroy when ⁶/₇ years old.

SSIC 4880

EXPANSION OF PRIVATE INDUSTRY RECORDS

1. EXPANSION OF PRIVATE INDUSTRY CASE FILES. Correspondence, reports, copies of contractor proposals and documentations, and other records relating to assessment proposals for the expansion of privately-owned industrial capacity, involving either real or personal

Destroy when ⁶/₇ years old.

property to improve productivity or reduced cost in support of current production or mobilization requirements for naval needs.

SSIC 4890

COMMERCIAL COMMODITY ACQUISITION RECORDS

1. GENERAL CORRESPONDENCE FILES. Correspondence, reports, studies, analyses, and other records concerning the acquisition of standard commercial commodities in lieu of similar items having military specification requirements.

Destroy when 2 years old.

SSIC 4900-4999

FOREIGN MILITARY ASSISTANCE AND MUTUAL SECURITY PROGRAMS RECORDS

DISPOSITIONS IN THIS (4900-4999) PARAGRAPH APPLY TO RECORDS ACCUMULATED OR CREATED BY DOD JOINT MILITARY ASSISTANCE ADVISORY GROUPS (MAAG'S) OR MILITARY ADVISORY GROUPS (MAG'S). THEY COVER: (1) PRIMARY PROGRAM OR MISSION RECORDS AND OTHER RECORDS OF JOINT MAG'S OR MAAG'S UNDER THE EXECUTIVE CONTROL OF THE NAVY AND (2) INTERNAL HOUSEKEEPING RECORDS OF NAVY SECTIONS OF MAAG'S UNDER THE EXECUTIVE CONTROL OF THE ARMY OR AIR FORCE. PRIMARY MISSION RECORDS OF MAAG'S UNDER THE EXECUTIVE CONTROL OF THE ARMY OR AIR FORCE ARE HANDLED IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY THOSE DEPARTMENTS.

PRIMARY PROGRAM OR MISSION (OPERATIONAL) RECORDS OF MAG'S OR MAAG'S ARE THOSE RECORDS THAT DIRECTLY RELATE TO THE ASSIGNED MISSION OF THE GROUP. HOUSEKEEPING OR INTERNAL ADMINISTRATIVE AND ORGANIZATIONAL RECORDS ARE THOSE THAT RELATE TO AND ARE ACCUMULATED IN SUPPORT OF THE INDIVIDUAL SERVICE ELEMENT (NAVY, AIR FORCE, OR ARMY), BUT THAT ARE NOT CONNECTED WITH THE PRIMARY MISSION OF THE JOINT MUTUAL DEFENSE ASSISTANCE PROGRAM (MDAP) AGENCY.

PRIMARY PROGRAM RECORDS ACCUMULATED AT THE DEPARTMENTAL LEVEL ARE PERMANENT RECORDS AS PROVIDED IN PARS. 3000.1 AND 4000.1.

SSIC 4900

GENERAL FOREIGN MILITARY ASSISTANCE AND MUTUAL SECURITY PROGRAMS RECORDS

1. RECORDS OF JOINT MAAGs UNDER THE EXECUTIVE CONTROL OF THE DEPARTMENT OF THE ARMY OR AIR FORCE

a. Primary Program (Operational) Records. Records of Joint MAAGs under the executive control of the Department of the Army or Air Force. These consist of all records that pertain to the assigned mission or program of the agency (MDAP). (Instructions for disposal of primary program (operational) records when Navy is the executive agency are contained in par. 4900.2.)

Dispose of in accordance with instructions of the executive agency.

b. Housekeeping or Internal Organizational Records. Records that relate solely to naval administrative matters and are not connected in any way with the assigned mission or program of the joint agency (MDAP).

Destroy when 3 years old.

2. RECORDS OF JOINT MAAGs UNDER THE EXECUTIVE CONTROL OF THE DON

Primary Program (operational) Records
a. General Correspondence (Subject) Files. Files of *Joint MAAGs* ~~commands~~, including both classified and unclassified matter, relating to the development and execution of their assigned missions and programs. ~~(Exclude internal housekeeping records covered in par. 4900.1b.)~~
Include are

Retire
Permanent. ~~Transfer to~~ *Transfer* to WNRC when 3 years old. ~~Offer to NARA when 20 years old.~~

b. Program and Plans Project Files. Correspondence, studies, reports, and statistical data used in planning for supply and training of foreign national forces.

Retire
Permanent. ~~Transfer to~~ *Transfer* to WNRC when 3 years old. ~~Offer to NARA when 20 years old.~~

b. Army, Navy, and Air Force Sections General Correspondence (Subject) Files. *Records relating to the administration of service components of the joint MAAG. Includes implementing instructions for joint MAAG program directives as well as internal organizational records.*

c. Training Files. Files relating to the training functions of the Army, Navy, and/or Air Force sections. *(These files are not previously included or duplicated in the groups general subject files.) Exercise Program record filed under SIC 4900.2.b*

d. Individual Training ^{Records} Status Cards *Records maintained on trainees. Included are status cards, trainee folders, trainee evaluations, and qualifications report.*

e. Planning Files. Staff studies, minutes of conferences, and other papers relating to defense planning.

f. Pier Operation Files. Files relating to loading, unloading, departures, and arrivals.

g. Equipment Maintenance and Inspection Records. Reports, check sheets, and related correspondence concerning the use, maintenance, and storage of furnished equipment.

h. Foreign Aid Program Accounts Files. Documents showing signatures of foreign government officials or representatives receiving foreign aid supplies, including signed supply manifests and bills of lading, together with supporting papers.

i. Convenience and Transitory Files. Extra copies of correspondence, reports, and documents maintained for reference purposes; nonaction and informational copies and working papers; and "personal" files and material which do not document action.

j. Reference Publications. Publications received from outside sources. (Exclude directives on which action has been taken and

Retire
Permanent. ~~Transfer~~ to WNRC when 3 years old. *transfer* Offer to NARA when 20 years old.

Permanent Retire
Permanent. ~~Transfer~~ to WNRC when 3 years old. *Destroy Transfer to* Offer to NARA when ~~20~~ 20 years old.

Retain on board. Destroy upon disestablishment.

Retire
Permanent. ~~Transfer~~ to WNRC when 5 years old. *transfer* Offer to NARA when 20 years old.

Destroy when 3 years old.

~~Retain on board.~~ Destroy when ~~5~~ 7 years old.

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

Retain on board. Destroy when ~~5~~ 3 years old.

Retain on board. Destroy when publication is no longer required for reference use.

made part of the appropriate subject folder.)

publications issued by operational field commands
 KX. ~~Record Copies of Locally Generated Publications.~~ Include superseded, amended, and cancelled publications, directives, manuals, instructions, notices, and other general orders.

(1) Copies maintained by non issuing activities.

JX. Registered or Accountable Publications. Any publication for which receipt or location is registered for security purposes.

~~obsolete, superseded, or cancelled.~~

Retire
 Permanent. ~~Transfer~~ to WNRC when rescinded, superseded, or cancelled. *Transfer* to NARA when 20 years old.

Destroy when rescinded, cancelled, or superseded
 Retain on board. Destroy in accordance with issuing office instructions, when superseded, obsolete, or no longer needed.

SSIC 4905

SECURITY ASSISTANCE MANPOWER RECORDS

1. SECURITY ASSISTANCE MANPOWER ACCOUNTING SYSTEM (SAMAS) AUTOMATIC DATA PROCESSING (ADP) RECORDS. Records relating to full-time and part-time military and civilian manpower expended in support of Foreign Military Sales (FMS) and the Military Assistance Program (MAP).

Destroy when 3 years old.

2. ALL OTHER RECORDS PERTAINING TO SECURITY ASSISTANCE MANPOWER PROGRAMMING ACTIONS. Records including those supporting the Program Objectives Memorandum (POM) process.

Destroy when 3 years old.

SSIC 4910

GRANT AID RECORDS

1. POLICY FILES. Record copies of Grant Aid policy documents originated by DOD and Navy.

Retire
 Permanent. ~~Transfer~~ to WNRC when no longer

current. ^{Transfer} Offer to NARA
when 20 years old.

2. **DIRECTIVE FILES.** Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material.

Permanent. ^{Retire} ~~Transfer~~ to
WNRC when 5 years old.
^{Transfer} Offer to NARA when 20
years old.

3. **BUDGET MATTERS.** Documents which establish budgeting principles, policies, systems, and procedures covering Grant Aid formulation, management, and execution processes within the Navy. Economic analysis and studies concerning budget impact and documents which are used to prepare fiscal reports, financial statements, charts, and graphs to support budget presentation, studies, and economic analysis.

a. Analysis and Studies of Budget Support Data

Permanent. ^{Retire} ~~Transfer~~ to
WNRC when 5 years old.
^{Transfer} Offer to NARA when 20
years old.

b. ^{budget}
All Other Documents

Permanent. ^{Retire} ~~Transfer~~ to
WNRC when superseded. 2 years old.
^{Destroy} Offer to NARA when 20
years old.

4. AGREEMENT FILES

a. Documents Relating to Agreements Between Navy and Other Components Within the Defense Department for the Exchange of Administrative Services

Retain on board. Destroy
2 years after the agree-
ment has been terminated.

b. Agreement with Foreign Government or International Organizations Concerning the Operations or Support of Overseas Forces or Equipment ^{Comments on} ~~Comments on~~ agreements between nations negotiated by the State Department which may have an impact on national defense, ^{include Navy Staff studies}

Permanent. ^{Retire} ~~Transfer~~ to
WNRC when no longer
required for routine
reference. ^{Transfer} Offer to NARA
when 20 years old.

SSIC 4920FOREIGN MILITARY SALES RECORDS

1. FOREIGN MILITARY SALES (FMS) POLICY FILES. Record copies of policy documents originated by DOD and Navy.

Permanent. ^{Retire} Transfer to WNRC when no longer needed. ^{Transfer} Offer to NARA when 20 years old.

2. FMS DIRECTIVE FILES. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material.

Permanent. ^{Retire} Transfer to WNRC when 5 years old. ^{Transfer} Offer to NARA when 20 years old.

3. FMS CASE RECORD FILES. Records documenting sales to foreign countries, including correspondence and related papers requesting the purchase of equipment or materials or instructions relating to requests. *These records are maintained by NAVY International Logistics Control Office (NAVINCO) Philadelphia, PA*

^{Retire} Transfer to ^{FRC PHILADELPHIA} WNRC when supply is complete. Destroy 15 years after transfer to ~~WNRC~~ FRC

4. FMS IMPLEMENTATION RECORDS. Documents such as case directives, production or repair schedules, international logistics supply delivery plans, requisitions, shipping documents, bills of lading, work orders, contract documents, billing and accounting documents, worksheets, and related feeder information.

Apply ^{Appropriate Section of SSIC} ~~Part~~ A 4200, Series.

Retain on board. Destroy 1 year after completion of required action.

^{Permanent Retire} Permanent. Transfer to WNRC when 5 years old. ~~Destroy~~ ~~Offer to NARA when 20 years old.~~ ^{Transfer} TO NARA when 20 years old.

5. BUDGET MATTERS. Documents which establish budgetary principles, policies systems, and procedures covering all budget formulation, management, and execution process within the Navy. Economic analysis and studies concerning the budget impact and documents which are used to prepare fiscal reports, financial statements, charts, and graphs to support budget presentation, studies, and economic analysis.

(ADD A)

~~SSIC 4920~~

8. EXPORT CASE FILES. Case and subject files pertaining to Navy's review of and response to export applications submitted to the State and Commerce Departments by U. S. firms/persons for export of defense articles on the U. S. Munitions List and items on the Commodity Control List to foreign firms/governments. Export requests submitted by foreign governments for export of items on the COCOM Lists to the PRC, USSR and Warsaw Pact are also included. File contents are applications, internal Navy coordination actions, Navy recommendations and related subject information

Retire
~~Transfer~~ to the Washington National Records Center after completion of recommendation to ~~Statement~~ Department. Destroy when 7 years old.

6. AGREEMENT FILES

a. Documents Relating to Agreements with Foreign Governments or International Organizations. Documents concerning the operations or support of overseas forces or equipment. Comments on agreements between nations negotiated by the State Department which may have an impact on national defense.

Permanent Retire
~~Permanent.~~ *Transfer to*
WNRC after 5 years. *transfer to*
~~Offer to NARA when 20-25~~
NARA years old. *20*

b. Documents Relating to Agreements Between Navy and Other Components Within the DOD for the Exchange of Administrative Services

~~Retain on board.~~ Destroy
2 years after the
agreement has been
terminated.

7. STAFF VISIT FILES. Documents relating to scheduled or special visits for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.

~~Retain on board.~~ Destroy
1 year after completion
of next comparable visit
or on completion of
related study.

ADD

SSIC 4940

PACKING, HANDLING, TRANSPORTATION, AND STORAGE RECORDS

Administrative
1. ~~POLICY~~ FILES. Records consisting of decisions, guidelines, and *execution* supporting documentation relating to the ~~initiation, development, and establishment~~ of FMS and Grant Aid transportation and warehousing policy. Included are FMS ~~policy~~ matters concerning traffic management, containerization, material handling, international transportation, postal transportation, single manager supervision, vehicles, storage, and warehousing preservation and packaging. Correspondence, memoranda, and other communications are filed with applicable policy matters. *Exclude FMS Primary Program records filed under*
SSIC 4920.1.

Refire
~~Permanent.~~ *Transfer to*
WNRC 5 years after
cancelled or superseded. *Destr*
~~Offer to NARA when 20 / 0~~
years old.

2. IMPLEMENTING DIRECTIVES AND INSTRUCTIONS RELATING TO FMS AND GRANT AID TRANSPORTATION AND POLICY

a. Activity or Office Having Cognizance

Retain original or other record copy permanently ~~or~~ until no longer needed, ~~or~~ for reference. ~~Transfer~~ record copy to WNRC 1 year after cancelled or superseded. ~~Offer to Destroy~~ ~~when~~ when 20 years old.

b. All Other Activities

Retain on board. Destroy when superseded, cancelled, or purpose is served.

SSIC 4950-49⁵²~~22~~

TRAINING RECORDS

Related Records under SSIC 4951 - Training Course Quotas,
~~THE RECORDS IN THIS (4950-4959) SERIES ARE RELATED TO TRAINING RECORDS AND INCLUDE TRAINING COURSES (QUOTAS AND DURATION) AND ORDERS TO FOREIGN MILITARY TRAINEES RECORDS~~
and SSIC 4952 orders to Foreign Trainees should be retired under SSIC 4950.

SSIC 4950-~~4959~~

TRAINING RECORDS

1. TRAINING JACKETS FOR FOREIGN MILITARY TRAINEES (FMT'S). DON major claimants involved in foreign training are: CNET (N8), Pensacola, FL; CINCLANTFLT, Norfolk VA; CINCPACFLT, Pearl Harbor, HI; CNAVRES, New Orleans, LA; COMNAVOCEANCOM, Bay St. Louis, MS; BUMED (0011), Washington, DC; COMDT COGARD (PTE), Washington, DC; CMC (OTTI), Washington, DC.

a. ^{if} Appropriate Directives Issued by DON Claimant

b. ^{if} Appropriate Directives Not Issued by DON Claimant

Retain on board. Destroy
~~in accordance with~~ when no
~~instructions provided by~~
~~major claimants~~
longer required

Forward to the CNO
(Op-63) for determination
as to further disposition
on a case-by-case basis.
Op-63 will retain on
board and destroy when no
longer needed.

2. INVITATIONAL TRAVEL ORDERS (ITO'S) FOR FMT'S. Forward to CNET (N64). CNET will screen to ensure that their records are complete for the purpose of tracking and billing. CNET may then destroy duplicated information.

Destroy when 1 year old.

3. CORRESPONDENCE FILES ON FMT'S

Destroy when 1 year old.

4. MEDICAL RECORDS OF FMT'S

Apply appropriate 6000
series authority. Refer
questionable cases to CNO
(OP-63).

5. MESSAGE TRAFFIC/CORRESPONDENCE ON INDIVIDUAL COUNTRY TRAINING PROGRAM (~~Exclude training records maintained by MAAG's~~
under SSIC 4900.2C)

~~Transfer~~ ^{Retire} to FRC when 1
year old. Destroy when
5 years old.

6. CNO OPERATING PROGRAM CARDS (WCN CARD DECKS). Required for purpose of program analysis, response to OSD/Congressional inquiries, FMS case closeouts, and related objectives. May be converted to microfiche, if desired. These records are retained by the CNO (Op-63).

Retain on board. Destroy
when no longer needed.

SSIC 4960FOREIGN NAVAL EXPANSION PROGRAMS RECORDS

1. SAUDI NAVAL EXPANSION PROGRAM (SNEP). Plans and program data related to U.S. actions to support expansion of the Royal Saudi Naval Forces (RSNF) and the development of an integral and self-contained naval establishment.

a. Policy Files. Record copies of policy documents that are not included in other 4900 series permanent files.

b. FMS Case and Implementation Records. Documents applicable to sales cases related to SNEP.

2. OTHER FOREIGN NAVAL EXPANSION PROGRAMS. Plans and program data related to U.S. actions to support expansion of other foreign country naval forces and the development of an integral and self-contained naval establishment.

a. Policy Files. Record copies of policy documents that are not included in other 4900 series permanent files.

b. FMS Case and Implementation Records. Documents applicable to sales cases related to ~~Saudi Naval~~ Expansion Programs (SNEP).
Other Foreign Naval

Retire
Permanent. ~~Transfer~~ to WNRC when no longer current. ~~Transfer~~ to NARA when 20 years old.

~~Apply par. 4920.3.~~
Retire to FRC Philadelphia when supply is complete. Destroy 15 years after transfer to FRC.

Retire
Permanent. ~~Transfer~~ to WNRC when no longer current. ~~Transfer~~ to NARA when 20 years old.

~~Apply par. 4920.3.~~
Retire to FRC Philadelphia when supply is complete. Destroy 15 years after transfer to FRC.