NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-NU-89-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>2/12/2024</u>

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These items, unless subsequently superseded, may be used by the agency to disposition records.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:

9000 / 1/D, 1/E, 3/A/2, 3/B

9040 / 1/A/1-2, 2/A-D, 3/A-D, 4/A-D

9060 / 1/A

9074 / 2/A/1-2

9077 / 1/B, 1/C

9081 / 1/A, 1/C

9082 / 1/A, 1/C, 1/D

9083 / 2/A-D, 3/A-D

9084 / 1/B, 2/A-D

9085 / 1/B/6, 1/D/3, 1/E/2, 1/E/8, 3/A-D, 4/A-D

9086 / 2/B, 3/A-D

9087 / 2/A-D

9088 / 2

9089 / 2

9090 / 1

9091 / 1

9094 / 1

9096 / 1/A/2-3, 1/B/2

9097 / 1/A/2-3, 1/B/2

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

9099 / 1/A/2

9210 / 3/A-B

9234 / 1/A-D

9402 / 1/A-D

9441 / 1/A-D

9475 / 1

9480 / 1

9900 / 2/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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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All other items superseded by DAA-NU-2015-0009 except:

9086 / 2/A was superseded by DAA-0344-02012-0003-0001;

9088 / 1 was superseded by DAA-NU-02015-0001-0022;

9210 / 1 was superseded by DAA-0344-02012-0002-0001;

9210 / 2 was superseded by DAA-0594-02014-0001-0001;

9210 / 4/A was superseded by DAA-0594-02015-0001-0001;

9492 / 3 was superseded by DAA-NU-02015-0005-0044.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	**LEAVE BLANK** JOB NO *NI-NU-88-3*
	DATE RECEIVED *9/27/88*

1 FROM (Agency or establishment)
DEPARTMENT OF THE NAVY

2 MAJOR SUBDIVISION
NAVAL DATA AUTOMATION COMMAND

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE
Millie Stewart	433-4217	6/29/90

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _35_ 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
9/15/88	*EvoBaller*	Head, Navy Directives, Postal and Records Management Directorate

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)
	CHAPTER 9 SSIC 9000 - 9999 The records described in this chapter relate to ships design and ships material and related functions. They are accumulated by shipyards, ship facilities, industrial managers, supervisors of shipbuilding, and by other activities and offices concerned with the design, construction, and maintenance of naval ships, including internal units or departments of activities and offices concerned with the technical and liaison phases of ships design and material. Records relating to the operation of naval vessels are covered in chapter 3; records relating to research and development matters are covered in paragraph 3900; records relating to the construction, maintenance, and conversion of vessels and other logistical records are covered in chapter 4. 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.		

115-108 *Copies sent to agency* NSN 7540-00-634-4064 *mma, mm-wj nns, mmt, nnx, ncf* *7/16/90*

STANDARD FORM 115 (REV 8 83)
Prescribed by GSA
FPMR (41 CFR) 101 11 4

CHAPTER 9

SHIPS DESIGN AND MATERIAL RECORDS
SSIC 9000-9999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO SHIP DESIGN, SHIP MATERIALS, AND RELATED FUNCTIONS. THEY ARE ACCUMULATED BY HEADQUARTERS, NAVAL SHIPYARDS, SHIP FACILITIES, SUPERVISORS OF SHIPBUILDING, AND BY OTHER ACTIVITIES AND OFFICES CONCERNED WITH THE DESIGN, CONSTRUCTION, AND MAINTENANCE OF NAVAL SHIPS, INCLUDING INTERNAL UNITS OR DEPARTMENTS OF ACTIVITIES AND OFFICES CONCERNED WITH THE TECHNICAL AND LIAISON PHASES OF SHIP DESIGN AND MATERIAL. THE COMPONENTS AND EQUIPMENTS WITHIN EACH SUBJECT CATEGORY IN THIS CHAPTER ARE THE SAME AS FOUND IN THE WORK BREAKDOWN STRUCTURE (NAVSEA PUBLICATION 09000-1P-039-9010). RECORDS RELATING TO THE OPERATION OF NAVAL SHIPS ARE COVERED IN CHAPTER 3; RECORDS RELATING TO RESEARCH AND DEVELOPMENT MATTERS ARE COVERED IN PARAGRAPH 3900; RECORDS RELATING TO THE CONSTRUCTION, MAINTENANCE, AND CONVERSION OF SHIPS AND OTHER LOGISTICAL RECORDS ARE COVERED IN CHAPTER 4.

SSIC 9000-9099

GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS

SSIC 9000

GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS

~~1. PRIMARY PROGRAM RECORDS AND RELATED RECORDS~~

ADD ⓐ → From pg III-9-2a

a. Naval Sea Systems Command Headquarters (NAVSEASYSCOMHQ). Files and records documenting the development and execution of shipbuilding plans, policies, programs and procedures in the performance of the assigned mission of the command to provide material support to meet the needs of the Department of the Navy, other military departments and defense agencies within the assigned "material support" responsibility of the command.

Permanent. Transfer to Washington National Records Center (WNRC) when 4 years old. Offer to National Archives and Records Administration (NARA) when 30 years old.

b. Naval Shipyards ~~and Ship Repair Facilities~~. Files and records documenting the organization of the activity, overall development and accomplishment of significant plans and policies concerning logistics support for assigned ships and craft, performance of authorized ship work and services and material support provided to other activities and units as directed, of continuing, long-term, historical, scientific, legal, or administrative interest.

Retire

Permanent. ~~Transfer~~ to the nearest Federal Records Center (FRC) when 4 years old. ~~Offer~~ Transfer to NARA when 30 years old.

ADD ⓑ → From page III-9-2a

c. Other NAVSEA Shipbuilding Activities. Files and records documenting the organization of the activity and overall development and accomplishment of plans, studies, and projects and essential transactions of the activity.

Transfer to nearest FRC when 2 years old. Destroy when 6 years old.

ADD (A)

1. PRIMARY PROGRAM RECORDS AND RELATED RECORDS

a. **Chief of Naval Operations, Commandant of Marine Corps, Naval Sea Systems Command Headquarters, and Space and Naval Warfare Systems Command Headquarters.** Correspondence, reports, studies, record copies of instructions and notices, and other records that document the establishment, development and accomplishment of plans, programs, and policies related to design and construction of naval ships and ship electronics systems. Exclude records relating to weapons systems and general ordnance retired under SSIC 8000.1.a of this instruction.

Permanent. Retire to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 30 years old.

ADD (B)

c. **Supervisors of Shipbuilding, Conversion, and Repair and Other NAVSEA Shipbuilding Activities.** Files and records documenting the organization of the activity and overall development and accomplishment of plans, studies, and projects and essential transactions of the activity.

Retire to nearest FRC when 2 years old. Destroy when 6 years old.

d. **Weapons and Ordnance Activities Under the Command of NAVSEA.**

Retire records under SSIC 8000.1.b of this instruction.

e. **RDT&E Activities under the Command of NAVSEA and SPAWARS.**

Retire records under appropriate section of SSIC 3900.

f.
~~a.~~ <u>General Correspondence</u>. Correspondence, reports, and
other records pertaining to shipbuilding plans, policies,
programs, and procedures of the activity, department, division,
or other organizational unit concerned (excluding primary *1a.*)
program records filed under SSIC 9000, paragraphs 1a ~~thru 5, and~~
~~e).~~ *that deal with day to day program matters.*

Destroy when 4 years old.

g.
~~f.~~ <u>Routine Correspondence</u>. Correspondence relating to the
routine internal operation and administration of the activity,
department, division, or other organizational unit concerned.

Destroy when 2 years old.

h.
~~g.~~ <u>Duplicate Records</u>. Files and records duplicating
documents covered elsewhere, or nonrecord material held for
reference purposes only.

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

2. <u>SHIP DESIGN AND MATERIAL RECORDS</u>. FILES AND RECORDS
DOCUMENTING THE DIRECTION, CONTROL, AND DECISIONS IN THE
PLANNING, PROGRAMMING, BUDGETING, DEVELOPMENT, ACQUISITION,
MAINTENANCE ENGINEERING, LOGISTIC SUPPORT, MATERIAL MANAGEMENT
AND DISPOSAL OF ASSIGNED SYSTEMS AND EQUIPMENT IN SUPPORT OF
NEW SHIP ACQUISITION, FLEET MODERNIZATION, AND FLEET MATERIAL
SUPPORT.

~~a. Primary Program Records. Records documenting major
projects such as projects that affect the configuration of the
ships or upon which major ship design decisions were based.~~

~~Apply SSIC 9000, par. 1.~~

a.
~~b.~~ <u>Life Cycle Engineering and Management and Fleet Support
Records</u>. Records documenting ship acquisition, fleet
modernization, and fleet material support projects, excluding
primary program records filed under SSIC 9000, paragraph 1.

Retire
~~Transfer~~ to WNRC when 2 years
old. Destroy when 10 years
old.

b.
~~c.~~ <u>General Correspondence</u>. Correspondence, reports, and
other records pertaining to ship design and material (excluding
program records filed under SSIC 9000, paragraphs 3a and b).

Destroy when 4 years old.

c.
~~d.~~ <u>Routine Correspondence</u>. Correspondence relating to the
routine internal operation and administration of the activity,
department, division, or other organizational unit concerned.

Destroy when 2 years old.

_d &._ <u>Duplicate Records</u>. Files and records duplicating documents covered elsewhere, or nonrecord material held for reference purposes only.

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

3. <u>TECHNICAL REPORTS PREPARED IN CONNECTION WITH A PROJECT OR TASK</u>. THESE REPORTS SUMMARIZE THE PROGRESS, FINDINGS, AND CONCLUSIONS REACHED RELATIVE TO SPECIFIC PROJECTS. THEY MAY CLARIFY AND SUPPLEMENT INFORMATION CONTAINED IN WORK LABORATORY NOTEBOOKS AND OTHER SOURCES OF DATA THAT ARE SCHEDULED IN SSIC 3900.

a. <u>Record Copy</u>. Maintained at naval activity preparing the report or at the activity issuing the contract, if a contractor-generated report.

(1) Master copy, paper, or similar medium, if no silver microform exists.

Permanent. ~~Transfer~~ _Retire_ to nearest FRC 3 years after completion. ~~Offer~~ _Transfer_ to NARA when 30 years old.

(2) Master paper copy after microfilming.

Destroy after microform has been verified.

(3) Silver halide microform and one copy.

Permanent. ~~Transfer~~ _Retire_ to nearest FRC immediately upon filming and verification of microform. ~~Offer~~ _Transfer_ to NARA when 30 years old.

b. <u>All Other Copies, Any Medium, at Any Activity</u>.

Destroy when no longer needed for local reference.

SSIC 9010-9030

CAPABILITIES RECORDS

RELATED RECORDS UNDER SSIC 9020 - STRATEGIES AND SPECIAL
CAPABILITIES, AND SSIC 9030 - TACTICAL AND STRATEGIC
OPERATION SUPPORT CAPABILITIES SHOULD BE RETIRED TO FRC
UNDER SSIC 9010 AND THE APPROPRIATE SUBCATEGORY LISTED BELOW.

SSIC 9010

COMBAT CAPABILITIES RECORDS

1. Records used to determine which systems and sub systems to
place on new classes of ships as well as providing design
criteria for advanced sub systems and researching the need
for options to supplement the current inventory of system
configurations and performance capabilities. The records
include Fleet Operational Guidance documents, Naval Mission
Studies, Concept Formulation Plans (CFP), Joint Long Range
Strategic Studies (JLRSS), Joint Strategic Objectives Plan
(JSOP), Long Range Objectives (LRO), Navy Strategic Studies
(NSS), and Tentative Specific Operational Requirements (TSOR).

a. Records maintained by NAVSEA Headquarters	Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.
b. Records maintained by Naval Shipyards and In Service Engineering Agents (ISEA).	Retire to nearest FRC when 4 years old. Destroy when 10 years old.
c. Records maintained at all other activities.	Retire to nearest FRC when 2 years old. Destroy when 6 years old.

SSIC 9040

SHIP SYSTEM MANAGEMENT RECORDS

1. These records are created during the process of managing
the construction of the ship. They include advance procurement
plans, concept formulation plans, configuration management,
contract definition plan, contract design plan, cost benefit
analysis, development concept paper, engineering interface
management, financial management, integrated combat system
management plan, integrated logistic support management,
modernization planning, Ordnance Alterations (ORDALTS)
planning, overhaul planning, personnel and training plan,
preliminary design, quality assurance management, risk
management ship acquisition plan, ship project directive, ship
system design development plan, shipalts plannng, source
selection plan, Special Projects Alterations (SPALTS) planning,
technical data management, technical development plans, test
and evaluation management, test development management plan,
value engineering; general administrative requirements
including change proposals, commercial fittings and standards,
contract drawings, design data sheets, specifications and
standards, government furnished equipment, government-furnished
information. These records are a part of the project
management or ships case files maintained by the ~~project~~ Program
manager. ~~Include Capabilities, Combat, Noncommissioned
Officers (NCO) Studies, Concept Formulation Plans (CFP), Joint
Long Range Strategic Study (JLRSS), Joint Strategic Objectives
Plan (JSOP), Long Range Objectives (LRO), Navy Strategic Study
(NSS), and Tentative Specific Operational Requirements (TSOR).~~

~~Apply SSIC 4700, par. 1c.~~

a. Records maintained by the Program Manager.

    (1) For class leader ships

Permanent. Retire records with Ships Case file under SSIC 4700.1.c.(1).(a).1 of this instruction.

    (2) For all other ships

Retire records with Ships Case File under SSIC 4700.1.c.(a).2 of this instruction.

b. Records maintained by Naval Shipyards and Ship Repair facilities.

Retire to nearest FRC when 4 years old. Destroy when 10 years old.

c. Records maintained by all other activities.

Retire to nearest FRC when 2 years old. Destroy when 6 years old.

SSIC 9040

2. <u>SHIP ALTERATION AND REPAIR PACKAGE (SARP)</u>. System assembles all work requirements such as repairs, modernization items, and alterations into systems elements regardless of accomplishing activity. Reports are used by Type Commanders to identify and fund work in upcoming availabilities. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, MD and supports Naval Shipyards and Tycoms.

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 9040

3. VISIBILITY AND MANAGEMENT OF OPERATING AND SUPPORT COST SHIP SYSTEM (VAMOSC-SHIPS).

System collects and displays annual operating and support costs for naval ships that have been in an active commissioned status for an entire fiscal year. System is maintained at SPCC Mechanicsburg and supports SECNAV, CNO, and NAVSEA.

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.

4. <u>SEA O5 MANAGEMENT INFORMATION SYSTEM.</u> System provides
Ship Design and Engineering Dirctorate (SEA O5) with infor-
mation to better progress, control, and manage workload
resources. Information provided by system assists in access-
ing overall detail resource profiles monitoring of individual
programs.

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 refer-ence.

SSIC 9050

SHIP SYSTEM PERFORMANCE

1. These records ~~include~~ document technical functional   ~~Apply SSIC 9000, par. 1.~~
guidance which addresses the physical, economic, decisions
which constrain the options available for providing an
effective integrated operational Naval force. Operations
analyses are performed to determine the technical requirements
imposed by the mission, threat and environment. Concepts to
perform the required missions are developed and evaluated to
determine those most cost effective to satisfy the need or
requirement of the mission. Operational requirements for each
concept are analyzed by use of analytical models to establish
optimized ship performance requirements. They determine the
thresholds of performance used in trade-off decisions.
Required technical support is included. Records include ship
system performance concepts – displacements, endurance,
maneuverability, noise characteristics, reaction time, speed;
ship subsystem performance concepts, advanced development
objectives, development concept papers, proposed technical
approaches and specific operational requirements.

Add (4) from pg III-9-7a ➜

SSIC 9060

SUBSYSTEM CHARACTERISTICS

1. These records document indexing and classifying
requirements. They include single sheet characteristics –
configuration item index and ship configuration list; technical
and logistic support approaches and trade off analyses,
approved ship characteristics, maintenance concepts, combat
systems characteristics, tactical operational requirements.

~~a. Primary Progam Records.~~   ~~Apply SSIC 9000, par. 1.~~

~~b. Project Management or Ships Case File Records.~~   ~~Apply SSIC 4700, par. 1c.~~
                                                                 ~~(NCI-NU-84-6).~~

Add (B) from pg III-9-7b ➜

Add (A)

a. Records maintained by NAVSEA Headquarters	Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.
b. Records maintained by Naval Shipyards, SUPSHIPS, and other NAVSEA Shipbuilding Activities.	Retire to nearest FRC when 4 years old. Destroy when 10 years old.
c. Records maintained at all other activities.	Retire to nearest FRC when 2 years old. Destroy when 6 years old.

ADD ⓑ

a. Records maintained by the Program Manager.

    (1) For class leader ships

        Permanent. Retire records with Ships Case file under SSIC 4700.1.c.(1).(a).1 of this instruction.

    (2) For all other ships

        Retire records with Ships Case File under SSIC 4700.1.c.(a).2 of this instruction.

b. Records maintained by Naval Shipyards and Ship Repair facilities.

        Retire to nearest FRC when 4 years old. Destroy when 10 years old.

c. Records maintained by all other activities.

        Retire to nearest FRC when 2 years old. Destroy when 6 years old.

SSIC 9070 - 9079

GENERAL REQUIREMENTS FOR DESIGN AND CONSTRUCTION

SSIC 9071

ACCESS RECORDS

1. These records include documentation of access to machinery and equipment, ship compartment access requirements and watertight integrity and structural access limitations. These records will be maintained as part of life cycle engineering general arrangements files.

Add (A) from pg III-9-8a →

SSIC 9072

Apply SSIC 9000, par. 3.

SHOCK RECORDS

1. SHIP SURVIVABILITY FILES. These records include documentation of combat survivability of ships. They include documentation of blast effects, shock design, shock grade designations and shock testing of naval ships.

Apply SSIC 9000, par. 3.

Add (B) from pg III-9-8a →

Add (A)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

ADD (B)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

SSIC 9073

NOISE AND VIBRATION

1.   SHIP SILENCING AND SHIP VIBRATION CONTROL. These files
document technical support provided to life cycle managers
during ship design and construction in the field of noise and
related vibration, and other matters of noise and vibration
control of ships. Records concern airborne noise categories,
airborne noise levels for compartments, distributed isolation
material, mechanical vibration, noise and vibration testing,
general noise, radiated, platform and sonar self noise,
resilient mountings, speech interference levels, general
vibration and waterborne noise.

Apply SSIC 9000, par. 3.

Add (A) from 111-9-9a →

SSIC 9074

CASTING, WELDING, RIVETING AND ALLIED PROCESSES

1.   These records concern brazing, castings, fabrication,
forgings, non-threaded mechanical fastners, procedures and
process qualification, radiography, riveting, welder
qualifications, and welding. These records are included in
life cycle engineering and management files in support of new
ship acquisition, and fleet modernization.

Apply SSIC 9000, par. 3.

Add (B) from III-9-9a →

2.   RADIOGRAPH RECORDS AT SHIPYARDS. These records are
accumulated at naval shipyards during the construction and
repair of navy ships. They are part of the ships case file.

Apply SSIC 4700, par. 1G.
(NC1-NU-84-6)

Add (C) from III-9-9a →

ADD (A)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

ADD (B)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

Add (C)

a. Records maintained by the Program Manager.

   (1) For class leader ships

Permanent. Retire records with Ships Case file under SSIC 4700.1.c.(1).(a).1 of this instruction.

   (2) For all other ships

Retire records with Ships Case File under SSIC 4700.1.c.(a).2 of this instruction.

SSIC 9075

THREADED FASTENERS MAINTENANCE RECORDS

1. These records are included in life cycle engineering and
management files in support of new ship acquisition, fleet
modernization and fleet material support. They include
information on bolts, nuts, screws, studs and thread kits.

~~Apply SSIC 9000, par. 3.~~

ADD (A) from III-9-10a →

SSIC 9076

RELIABILITY AND MAINTENANCE RECORDS

1. These records will be included in life cycle engineering
and management files in support of new ship acquisition, fleet
modernization and fleet material support. Documentation
includes effects analyses, failure analysis and evaluation,
failure modes, failure reporting, maintainability design
criteria, reliability analysis, design criteria and level and
skill analysis.

~~Apply SSIC 9000, par. 3.~~

ADD (B) from III-9-10a →

SSIC 9077

SAFETY RECORDS

1. SHIP AND SHIP SYSTEM SAFETY. Safety records documenting
ship and ship system safety. They include safety analyses,
safety drills, equipment, manuals, organization, and
regulations, the subsafe program, warning and alarm systems and
warning devices. They may be included in life cycle
engineering files ~~or ship case files.~~

    ~~a.   Life Cycle Engineering Records~~

    ~~b.   Ships Case Files Records~~

~~Apply SSIC 9000, par. 3.~~

~~Apply SSIC 4700, par. 1C.~~
~~(NG1-NU-84-6)~~

ADD (C) from III-9-10a →

ADD Ⓐ

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

ADD Ⓑ

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

ADD Ⓒ

a. Records maintained by NAVSEA Headquarters

Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.

b. Records maintained by Naval Shipyards, SUPSHIPS, and other NAVSEA Shipbuilding Activities.

Retire to nearest FRC when 4 years old. Destroy when 10 years old.

c. Records maintained at all other activities.

Retire to nearest FRC when 2 years old. Destroy when 6 years old.

SSIC 9078

MATERIAL RECORDS

1. MATERIAL RECORDS. These records will be included in life
cycle engineering and management files in support of new ship
acquisition, fleet modernization and fleet materials support.
Documentation includes information on materials appearance,
application, brittleness, composition, environmental
resistance, grades, hardness, strength, temperature limits and
types.

ADD (A) from III-9-11a →

Apply SSIC 9000, par. 2.

SSIC 9079

SEAWORTHINESS RECORDS

1. SEAWORTHINESS RECORDS. These records are included in life
cycle engineering and management files in support of new ship
acquisition, fleet modernization and fleet materials support.
They include documentation on damage control, seaworthiness,
stability, and water tight integrity.

AD D (B) from III-9-11a →

Apply SSIC 9000, par. 3.

SSIC 9080

INTEGRATED LOGISTICS SUPPORT REQUIREMENTS

THESE RECORDS ARE INCLUDED IN LIFE CYCLE ENGINEERING AND
MANAGEMENT FILES IN SUPPORT OF NEW SHIP ACAUISITION, FLEET
MODERNIZATION AND FLEET MATERIALS SUPPORT EXCEPT AS
SPECIFICALLY INDICATED.

1. GENERAL. These records include integrated logistics
support plans, integrated logistic support elements, logistics
support analysis, programming, budgeting and funding and trade
off program.

ADD (C) from III-9-11a →

Apply SSIC 9000, par. 3.

ADD (A)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

ADD (B)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

ADD (C)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

SSIC 9081

MAINTENANCE RECORDS

1. MAINTENANCE RECORDS. Included are records on level of
repair analysis, maintenance engineering analysis, maintenance
standards, material histories, navy maintenance and material
management system (3M) and plan for maintenance.

~~Apply SSIC 9000, par. 3.~~

Add (A) from pg III-9-12a →

SSIC 9082

SUPPORT AND TEST EQUIPMENT

1. SUPPORT AND TEST EQUIPMENT RECORDS. Includes calibration
equipment, support equipment, special support equipment, test
equipment and general and special tools.

~~Apply SSIC 9000, par. 3.~~

Add (B) from pg III-9-12a →
Add (D) from pg III-9-12c →
Add (E) from pg III-9-12d →

SSIC 9083

SUPPLY SUPPORT RECORDS

1. SUPPLY SUPPORT RECORDS. Includes allowance lists,
consumables, maintenance level of use, provisioning, repair
parts, spare parts and supply support.

~~Apply SSIC 9000, par. 3.~~

Add (C) from page III-9-12b →
Add (E) from page III-9-12c →
Add (E) from page III-9-12d →

SSIC 9084

TRANSPORTATION AND HANDLING RECORDS

1. Transportation and handling records include packaging,
special handling equipment, storage and transportation modes.
These records are included in the life cycle engineering and
management files.

~~Apply SSIC 9000, par. 3.~~

Add (D) from page III-9-12b →
Add (G) from page III-9-12c →

Add Ⓐ

a. Primary program records maintained by ASSTSECNAV for Shipbuilding and logistics.

Retire records under SSIC 4790.1 of this instruction.

b. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

c. Records maintained for routine internal operations by all other Activities.

Retire records under SSIC 4790.2 of this instruction.

Add Ⓑ

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

c. Navy Calibration Program Records.

Retire records under the appropriate section of SSIC 4734 of this instruction.

d. Marine Corps Calibration Program Records.

Retire records under the appropriate section of SSIC 4733 of this instruction.

ADD (C)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

b. Records maintained for routine internal operations by all other Activities.

Cut off annually. Destroy when 2 years old.

ADD (D)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 4 years old.

b. Records maintained for routine internal operations by all other Activities.

Retire records under the appropriate SSIC in Chapter 4 of this instruction.

ADD Ⓔ

2. <u>COSAL REQUISITIONING AND STATUS PROCEDURES (CRASP)</u>. System provides reports and EAM supply aids which aid in ordering, monitoring of supply status, and tracking of outfitting material to its ultimate delivery to ships undergoing constru- tion, conversion, or overhaul. System is maintained at NSC Norfolk, VA; NSC Oakland, CA, and NSC Charleston, SC.

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 refer- ence.

ADD (F)

SSIC 9083

3. <u>INTEGRATED/LOGISTICS OVERHAUL SYSTEM (ILO)</u>. System automates the ILO process of verifying the ships configuration including test equipment, produces a bill of required materials for PMS after insuring correct list; purifies repair parts list based on COSAL after verification; insures PMS repair parts are contained on the COSAL; and insures technical manuals support configuration. System generates ILO status reports and milestone tracking. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, MD.

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 ⓖ

2A. INTEGRATED MATERIAL ACQUISITION TRACKING SYSTEM (IMATS).
This system is the NAVSEA Navy-wide integrated management
database system designed to provide online control and infor-
mation pertaining to the acquisition and delivery of government
furnished material for ship construction, ship overhaul, and
Fleet Support and Modernization Programs.

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 refer-ence.

SSIC 9085   (NARA revision 10/19/89)

ENGINEERING DRAWINGS

1. SHIP AND ORDNANCE ENGINEERING DRAWINGS. Drawings for
surface ships, submarines, and craft including the hull,
machinery, electrical, ordnance, interior communications,
NAVSEA controlled electronic, tank capacities, docking draw-
ings, and drawings of the component parts of each for each
ship, class of ships, or ordnance system that are corrected
throughout the life of the ship or system.

  a. BUSHIPS Master Drawings.
     These drawings are a special class of Hull, Mech-
     inal, and Electrical drawings designated as
     masters. Since 1955 these drawings have been
     maintained by the planning yard.

     (1). Original Tracings and full size reproduc-   Permanent. Transfer to NARA
          ables of the booklets of general plans, *hull lines,* when 30 years old.
          body plans, outboard profiles, inboard profiles, and
          sheer and half breath plans.
     (2). All other original master plans and copies   Retire to nearest FRC
          maintained by any activity.   when drawing is inactive.
                                                             Destroy when 55 years old
                                                             or when all vessels in the
                                                             class are stricken, which-
                                                             ever is earlier.

     (3). Silver film microform copies maintained at   Permanent. Transfer to NARA
          NAVSEA Engineering Drawing Support Activity   when 55 years old. Earlier
          (NEDSA) Portsmouth, NH.   transfer is authorized for
                                                             stricken vessels.

     (4). Silver film and Diazo copies of master   Destroy when 30 years old.
          plans held by all other activities.

  b. Hull, Mechanical, and Electrical (HME) Drawings.
     Ship design and construction drawings, generally

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prepared by the contractor and accepted by the
Navy. These drawings shall include all drawings
required for the construction of the ship includ-
ing hull, machinery, electrical, tank capacities,
booklets of general plans, as well as other
drawings defined in Section 085 of General Spec-
ifications for Ships of the United States Navy.

(1). Original Tracings of the Booklet of General
Plans, only for the class leader ship main-
tained by the Planning Yard for the class.

hull lines, body plans, outboard profiles, inboard profiles, and sheer and half breadth plans

Permanent. Retire to WNRC
when drawings become in-
active. Transfer to NARA
when 30 years old. Earlier
transfer when all ships
in the class are stricken is
authorized.

(2). Original Tracings of all other HME
drawings maintained by vessel Planning
Yards.

Retire to nearest FRC when
25 years old or when vessel
is stricken, whichever is
sooner. Destroy when 30
years old.

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

If retired to an FRC,
Destroy when 25 years old.
If retained on board,
Destroy when no longer
required.

(4). Silver microfilm aperture cards (35 mm
roll film prior to 1955) of all HME
drawings including class file and vendor
file maintained by NEDSA, Portsmouth, NH.

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

(5). Duplicate silver and diazo copies of HME
drawings maintained by all activities other
than NEDSA Portsmouth NH.

Destroy when 30 years old
or when vessel is stricken
whichever is earlier.

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(6). Optical disk high-density digital image of HME drawings maintained at NAVSEA designated Master EDMICS site. (see SSIC 9085.4 for description of EDMIC system)

Disposition Not Authorized. Will be substituted for SSIC 9085.1.b.(4) as the Permanent record if in approved archival form at the time of proposed transfer.

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

(1). Original tracings maintained at NEDSA, Naval Sea Combat Systems Engineering Station (SEABAT), Norfolk, VA

Retire to WNRC when file is inactive. Destroy when 30 years old.

(2). Silver microfilm aperture cards of ICD's maintained at NEDSA Norfolk, and vital records set at NEDSA, Naval Ship Weapon Systems Engineering Station, Port Hueneme.

Destroy when 55 years old.

(3). ICD's in any form maintained by any activity, other than NEDSA.

If retained on board, destroy when no longer required. If retired to to FRC, destroy when 30 years old.

d. <u>NAVSEA controlled Electronic Equipment Drawings.</u> Drawings of sonar, navigational, communications, radar, antenna systems, and similar shipboard electronics equipment under the cognizance or

control of NAVSEA.

(1). Original Tracings maintained by Naval Sea Combat Systems Engineering Station, Norfolk, VA and other In Service Engineering Agents (ISEA).

Retire to nearest FRC when drawing is inactive, Destroy when 30 years old or when equipment is obsolete whichever is earlier.

(2). Silver microform copies maintained at Naval Sea Combat Systems Engineering Station.

Retire to FRC when file is inactive, destroy when 55 years old or when equipment is obsolete, whichever is earlier.

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

Retain on board. Destroy when no longer required.

e. <u>Ordnance Equipment and Surface Missile Systems Drawings.</u> Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotecnic equipment, mine, mine countermeasures, ammunition handling equipment, fire control and optical equipment, fuzes, torpedoes, underwater missiles and similar equipment. Engineering drawings for Surface missiles systems such as TARTER, TERRIER, Basic Point Defense, Target Acquisition System (TAS), NATO SEASPARROW, HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS, Vertical Launcher System, AEGIS Combat System, and similar future systems. (Formerly retired under SSIC 8000.12)

(1). Original Tracing Ordnance drawings, showing complete gun mount, director, missile system, fire control system, and major components there of including complete units of small arms and landing force equipment. These are maintained at NEDSA, Naval Ordnance

Permanent. Retire to WNRC when 30 years old, Transfer to NARA when 55 years old or when equipment or system is declared obsolete, whichever is sooner.

Station, Louisville, KY. (These drawings
are often referred to as Level 1 drawings
or systems drawings.)

(2). Original tracings of ordnance drawings
maintained by by Inservice Engineering
Agents and other activities other than
NEDSA's.

Transfer to NOS, Louis-
ville (Code 802) when
drawing is inactive. NOS
Louisville will effect
final transfer and dispo-
sition in accordance with
this manual.

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

Retire to WNRC when drawing
becomes inactive or when 25
years old whichever is soon-
er. Destroy when 55 years
old or when equipment is
declared obsolete whichever
is sooner.

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

Transfer to WNRC when
sketch is inactive, destroy
when 30 years old. Earlier
destruction is authorized
upon notification by the
retiring activity.

(5). Special collection of ordnance drawings
to be designated by NOS Louisville from
the collection at NEDSA Louisville and
drawn from those non-permanent drawings
included under SSIC 9085.1.e.(3) of this
instruction. This collection will show
the historical development of techniques
and processes used in Naval Engineering
drawings and should include 5 samples of
each technique or medium such as Linens,
Van Dykes, Sepias, reverse sepias, Brown-

Permanent. Transfer directly
to Cartographic Branch (NNSC)
National Archives using SF
258 from drawing held at
the repository to present
date. Future transfers in
5 year blocks beginning in
1995.

Lines, Mylar, Cronoflex, Quadrule, Rapido-
graphs, tape processes, photo processes,
various ink pens and pencils, and special
templates, labels, and papers.

(6). Silver microfilm aperture cards of all
ordnance and ordnance systems drawings
maintained at NEDSA, NOS Louisville and
NEDSA, Naval Ship Weapon Systems Engin-
eering Station (NSWSES), Port Hueneme, CA.

Permanent. Retire to WNRC
when file is inactive.
Transfer to NARA when 55
years old or when equip-
ment is obsolete, whichever
is earlier.

(7). Duplicate silver and diazo copies of ord-
nance and ordnance systems drawings main-
tained by all activities other than NEDSA
Louisville and Port Hueneme.

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

(8). Optical disk high-density digital image
of ordnance drawings maintained at NAVSEA
designated Master EDMICS site. (see SSIC
9085.4 for description of EDMIC system)

Disposition Not Authorized.
Will be substituted for
SSIC 9085.1.e.(6) as the
Permanent record if in
approved archival form at
the time of proposed
transfer.

2. SHIPS DRAWING INDEX (SDI). An index prepared for each Navy
ship which includes all Naval Ships Engineering Drawings that
are applicable to that vessel. Included are ship construction
drawings, systems diagrams, manufacturers equipment drawings
designated as certification data sheets, equipment drawing
lists and assembly drawings. Entries for each drawing include
drawing title, latest revision, and whether or not designated
a selected record drawing.

a. Original tracings for which no silver film exists.
Maintained at Planning yard for the vessel.

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

earlier.

b. <u>Original tracings that have been microfilmed.</u> Maintained at NEDSA Portsmouth, NH or at Planning yard.

Retire to nearest FRC when vessel is decommissioned Destroy when 30 years old or when vessel is stricken whichever is earlier.

c. <u>Master Set of SDI's on silver microfiche.</u> Maintained at NEDSA, Naval Shipyard Portsmouth, NH.

Permanent. Retire to WNRC in five year blocks contain-all vessels decommissioned during that period. Transfer to NARA when 55 years old.

3. NAVSEA ENGINEERING DRAWING ASSET LOCATOR SYSTEM (NEDALS) is an database of all NAVSEA Engineering Drawings identified by NAVSEA number, title, and latest revision. System will provide the name of the activity holding the drawing and the physical form,,i.e. original tracing, film, etc. The master database will be maintained at NOS Louisville, KY. System supports NAVSEA HQ, Naval Shipyards, NEDSA's, and ISEA's.

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 refer-ence.

4. ENGINEERING DRAWING MANAGEMENT INFORMATION AND CONTROL SYSTEM (EDMICS). EDMICS is an optical-disk system that will provide high-density digital image storage of all NAVSEA engineering drawings for all levels of the Naval Establishment. EDMICS is a major part of the DOD Computer-Aided Acquisition and Logistic Support Program (CALS). CALS will automate the creation, handling, and storage of all technical documentation. The target date for implementation of the EDMIC System is 1999.

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 on optical disk format.</u>

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

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 9086

TECHNICAL MANUALS AND OTHER DATA RECORDS

1. SHIP'S TECHNICAL INSTRUCTIONS.   Documents that contain
descriptions of ships, boats, amphibious vehicles, systems and
equipments, with instructions for use. Files include
publications or any other form of information intended for Navy
users of equipment, or systems. They are referred to as
technical manuals and cover some or all of the following:
system or equipment description; instructions for initial
preparation and installation, operation maintenance, and
overhaul; parts listing; related technical, test or logistic
information or procedures, but no administrative procedures.
Publications include installation, operation, and maintenance
manuals for all levels of support; systems and subsystems
manuals; technical repair standards; checkoff cards, and
sheets, troubleshooting procedures and aids; parts lists; field
change and alteration procedures; and technical bulletins
promulgated to the fleet providing specific data for a
particular ship system application; e.g., ship information
books, damage control books, and other manuals applicable to
specific ships. (Nuclear propulsion manuals are covered in
SSIC 9086, paragraph ~~15~~ 2.)

    a. Record Copy, Hard Copy or Silver Halide Master
Microform Manuals in Effect August 1976 and all Published
Thereafter by Naval Sea Systems Command. Record Copy is at
NAVSEA Control Technical Manual Management Activity (Naval Sea
Data Support Activity, Naval Ship Weapons Engineering Station,
Port Hueneme, CA. (Retire Hard Copy only if Silver Halide
Microform is Unavailable.)

Permanent. ~~Transfer~~ Retire to WNRC
when ship is stricken, ~~or when
no longer needed for
reference, whichever occurs
later.~~ Transfer ~~Offer~~ to NARA when 30
years old.

b. <u>Record Copy of Manuals at Naval Sea Systems Command Headquarters Canceled Prior to August 1976 and are Known Not to be in the Naval Data Support Activity Collection.</u>

Permanent. ~~Transfer~~ *Retire* to WNRC when ship is stricken~~, or when no longer needed for reference, whichever occurs later.~~ ~~Offer~~ *Transfer* to NARA when 30 years old.

2. DOCUMENTS PROVIDING INSTRUCTION ON INSTALLATION, OPERATION, MAINTENANCE AND OVERHAUL OF NUCLEAR PROPULSION PLANTS.

a. <u>Record Copy (Original Silver Halide Microform or Hard Copy) Held by NAVSEA Nuclear Propulsion Directorate. (Retire Hard Copy Only if Silver Film is Unavailable.)</u>

Permanent. ~~Transfer~~ *Retire* to WNRC when ~~obsolete~~ *cancelled*. ~~Offer~~ *Transfer* to NARA when ~~30~~ *50* years old.

b. <u>All Other Copies at any Activity</u>

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

Add (A) from pg 111-9-18a →

<u>SSIC 9087</u>

<u>FACILITIES RECORDS</u>

ADD (B) from pg 111-9-18b →

~~1. RECORDS ON FACILITIES. Includes records on ammunition depots, facilities, repair activities, shipyards, shore-based supply depots, special range facilities, training facilities and warehousing. These records are included in the life cycle engineering management files.~~

~~Apply SSIC 9000, par. 3.~~

Add (C) from pg 111-9-18c →

<u>SSIC 9088</u>

<u>PERSONNEL AND TRAINING RECORDS</u>

~~1. PERSONNEL AND TRAINING RECORDS. These records include records on course, human factors, manning requirements, personnel, training and work study. These records are included in the life cycle engineering, management or fleet support files.~~

~~Apply SSIC 9000, par. 3.~~

Add (D) from pg 111-9-18b →

Add (A)

3. <u>ENHANCED SHIPS TECHNICAL PUBLICATIONS SYSTEM (E-STEPS)</u>.
System provides life-cycle management support for NAVSEA and
SPAWAR technical publications. E-STEPS data base maintains
complete information on each publication, e.g. title, type,
revision, date, group, publication applicability, stock
number, ship, class, or equipment applicability, related
publications, etc. System is maintained by NAVSEA and supports
CNET, COMNAVTELCOM, NAVSEA Activities, and Fleet units.

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)

1. GENERAL FACILITIES RECORDS. Files and records documenting the organization and function of the activity, the implementation of plans and policies for logistic support of naval ships, and routine internal operational and administrative correspondence. These records are accumulated by training activities, shore based supply depots, warehousing activities, and similar commands. Exclude records of Naval Shipyards, SUPSHIPS, Weapons and ordnance activities, and R&D activities.

Retire to nearest FRC when 2 years old. Destroy when 5 years old.

Add (D)

1. PERSONNEL AND TRAINING RECORDS. Correspondence, memoranda, studies, reports, and similar documents that identify manning requirements, special qualifications, and training requirements for new programs and electronic systems. Included is course development documentation. These records are accumulated by Program/Life Cycle Managers.

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

2. TRAINING COURSE ADMINISTRATIVE AND STUDENT RECORDS.

Retire records under appropriate subsection of SSIC 1500 of this instruction.

Add Ⓒ

SSIC 9087

2. <u>INDUSTRIAL PLANNING SYSTEM (IPS)</u>. Drawing on a data base
containing a large inventory of shipyard resources, the system
determines the service hours required for each existing
industrial plant and the space required to meet the planned
future ship workload in terms of specific ship availabilities,
unscheduled, and other shipwork. Space requirements form the
basis for justifications of military construction projects,
and equipment service hour requirements are used for deter-
mining the number of specific equipments required to meet the
workload. System is maintained at NOS Louisville.

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 refer- ence.

111-9-18 C

SSIC 9089

TRAINING EQUIPMENT RECORDS

1.   TRAINING EQUIPMENT RECORDS. These include records on training devices including instrument aids, learners aids, models and mockups, text books and visual aids. These records are ~~included in the life cycle engineering, management or fleet support files.~~ *maintained only by Program/Life Cycle managers to Support training on new equipment or systems under their Cognizance.*

~~Apply SSIC 9000, par. 3.~~ *Retire to nearest FRC when 2 years old. Destroy when 6 years old.*

ADD (A) from pg III-9-19a ⟶

SSIC 9090

QUALITY ASSURANCE REQUIREMENTS RECORDS

1.   QUALITY ASSURANCE REQUIREMENTS FOR SHIPS. *Exclude QA Policy records from NAVSEA and SPAWARS Headquarters which are filed under SSIC 9000,l.a.*

Retire ~~and~~ Records under ~~Apply SSIC 9000, par. 1.~~ *SSIC 4855 of this instruction*

SSIC 9091

SHIP INSPECTION RECORDS

ADD (B) from pg III-9-19a ⟶

2~~.~~   SHIP INSPECTION RECORDS. These records include calibration qualifications, configuration audits, hull surveillance inspections, inspection system, ship inspections, material identification and visual inspection.

~~Apply SSIC 9000, par. 1.~~

ADD (C) from pg III-9-19a ⟶

SSIC 9092

SHIP TEST RECORDS

1.   SHIP TESTS RECORDS. These records include circularity, smoothness, and fairness tests, compartment tests, initial operation and evaluation tests, test indices, test memos, procedures, schedules and tightness test.

~~Apply SSIC 9000, par. 1.~~

ADD (D) from pg III-9-19a ⟶

ADD (A)

2. TRAINING AIDS, FILMS, AND SPECIAL DEVICES RECORDS. Records maintained by all other activities.	Retire records under appropriate subsection of SSIC 1551 of this instruction.

ADD (B)

1. INSPECTIONS CONDUCTED BY THE BOARD OF INSPECTION AND SURVEY, WASHINGTON, DC AND REGIONAL SUB BOARDS.	Retire records under the appropriate section of SSIC 4730 of this instruction.

ADD (C)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.	Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.
b. Records maintained for routine internal operations by all other Activities.	Cut off annually. Destroy when 2 years old.
c. Inspection reports maintained by ships and other Fleet units.	Retain on board. Destroy when 2 years old or superceded by new report, whichever is earlier.

ADD (D)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.	Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.
b. Records maintained for routine internal operations by all other Activities.	Cut off annually. Destroy when 2 years old.
c. Inspection reports maintained by ships and other Fleet units.	Retain on board. Destroy when 2 years old or superceded by new report, whichever is earlier.

SSIC 9093

COMBAT SYSTEMS CHECK OUT RECORDS

1. COMBAT SYSTEMS CHECK OUT RECORDS. Records include checkout of combat systems, command and control testing, consolidated operability test (COT), performance operating standards for electrical equipment, SQUAT and Weapons Systems Acceptance Test (WSAT).

~~Apply SSIC 9000, par. 1.~~

ADD Ⓐ from pg 111-9-20a →

SSIC 9094

SHIP TRIAL RECORDS

ADD Ⓑ from pg 111-9-20a →

2 1̶. SHIP TRIAL RECORDS. Acceptance trial reports and underway trial reports for newly-constructed ships. Also performance trials, standardization trials, and tactical trials. Copies of reports of boards or sub-boards of inspection and survey and related correspondence and other documents maintained by the Naval Sea Systems Command.

~~Retain until superseded by new inspection report.~~

ADD Ⓒ from pg 111-9-20a →

SSIC 9096

WEIGHT CONTROL

1. RECORDS ON WEIGHT AND MOMENT CHANGES. Weight reports of newly constructed ships, daily planning reports, and related data.

    a. Paper Copies

      (1) Master copies for which no silver film exists at Naval Sea Systems Command Headquarters.

Permanent. *Retire* ~~Transfer~~ to WNRC when 4 years old. ~~Offer~~ *Transfer* to NARA when 30 years old.

ADD (A)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.	Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.
b. Records maintained for routine internal operations by all other Activities.	Cut off annually. Destroy when 2 years old.
c. Inspection reports maintained by ships and other Fleet units.	Retain on board. Destroy when 2 years old or superceded by new report, whichever is earlier.

ADD (B)

1. TRIALS CONDUCTED BY THE BOARD OF INSPECTION AND SURVEY, WASHINGTON, DC AND REGIONAL SUB BOARDS.	Retire records under the appropriate section of SSIC 4730 of this instruction.

ADD (C)

a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.	Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.
b. Records maintained for routine internal operations by all other Activities.	Cut off annually. Destroy when 2 years old.

(2) Filmed paper master copies

Destroy upon verification of microform.

(3) All other copies at Naval Sea Systems Command Headquarters or any other activity.

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

b. Microform Copies

(1) Silver halide microform and one copy at Naval Sea Systems Command Headquarters.

Permanent. ~~Transfer~~ *Retire* to WNRC *when* ~~upon verication of microform.~~
5 years old. transk ~~Offer~~ to NARA when 30 years old.

(2) All other copies at any activity.

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

SSIC 9097

INCLINING EXPERIMENT AND TRIM DRIVE RECORDS

1. REPORTS ON INCLINING EXPERIMENTS, U.S. NAVY SHIPS. They include calculations, the inclining experiment, inclining weights, procedures, reports, and trim drive records.

Add (A) from pg III-9-21a

~~a. Reports on Inclining Experiments, U.S. Navy Ships. They include Calculations, the Inclining Experiment, Inclining Weights, Procedures, Reports, and Trim Drive Records.~~

~~Permanent. Transfer to WNRC when no longer needed on board. Offer to NARA when 30 years old.~~

~~b. All Other Copies at any Activity.~~

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

ADD (A)

a. Paper Copies.

(1). Master copies maintained at NAVSEA Headquarters that have not been filmed.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.
(2). Master copies that have been filmed.	Destroy upon verification of microfilm.
(3). Non-master copies maintained at NAVSEA Headquarters, and copies maintained at any other activity.	Retain on board. Destroy when no longer needed.

b. Microform Copies.

(1). Silver halide microform and one copy maintained at NAVSEA Headquarters.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.
(2). Other copies at any activity.	Retain on board. Destroy when no longer required.

2. MICROFORM COPIES

    a. Silver Halide Record Copy at Naval Sea Systems Command Headquarters.   Permanent. Transfer to WNRC upon verification of microform. Offer to NARA when 30 years old.

    b. All other Copies at any Activity.   Retain on board. Destroy when no longer needed for reference.

SSIC 9098

MODELS AND MOCKUP RECORDS

1. These records include drawing room models, ship construction mockups and whole ship models. These records are included in the life cycle engineering and management files.

Add (A) from pg 111-9-22a →

    a. Textual Records.   Apply SSIC 9000, par. 3.

    b. Actual Models and Mockups.   Destroy when no longer needed.

SSIC 9099

PHOTOGRAPHIC RECORDS

1. PHOTOGRAPHS OF SHIPS. Files include photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos. These records are included in the ships case file.   Apply SSIC 4700, par. 1c. (NC1-NU-84-6)

add (B) from pg 111-9-22b →

Add Ⓐ

a. Case File for each model. Includes specifications, use history file, custody receipts, loan records, and similar documents.

Transfer with the three dimensional model or mock-up. *Receiving activity will destroy when no longer required*

b. Machinery space models, Drawing Room models, design models, and full ship models.

When no longer required for active use; contact Curator of Ship Models, David Taylor Research Center for disposition/ shipping instructions.

c. Three dimensional mockups.

When no longer required for active use; contact Director of Naval History/Curator of the Navy (OP O9BH) for disposition/shipping instructions.

ADD ⑧

a. Records maintained by the Program Manager.

    (1) For class leader ships

Permanent. Retire records with Ships Case file under SSIC 4700.1.c.(1).(a).<u>1</u> of this instruction.

    (2) For all other ships

Retire records with Ships Case File under SSIC 4700.1.c.(a).<u>2</u> of this instruction.

b. Records maintained by Naval Shipyards and Ship Repair facilities.

Retire to nearest FRC when 4 years old. Destroy when 10 years old.

c. Records maintained by all other activities.

Retire to nearest FRC when 2 years old. Destroy when 6 years old.

Except where otherwise indicated 9690 ## SSIC 9100-9690

~~THESE~~ ∧ RECORDS UNDER SSIC 9100 THROUGH ~~9690~~ ARE A PART OF THE
PRIMARY PROGRAM FILES OR LIFE CYCLE ENGINEERING AND MANAGEMENT
FILES AS DESCRIBED IN PARAGRAPHS 9000.1 AND 9000.2, IN SUPPORT
OF NEW SHIP CONSTRUCTION, FLEET MODERNIZATION AND FLEET
MATERIAL SUPPORT. FOR A COMPLETE LISTING OF SUBJECTS INCLUDED
IN EACH SUBJECT CATEGORY, SEE SHIPS WORK BREAKDOWN STRUCTURE,
NAVSEA 0900-LP-039-9010.

Add (A) from pg 111-9-25 →

SSIC 9100

HULL STRUCTURE

1. HULL STRUCTURE RECORDS, GENERAL. These records concern
deckhouses, fixed ballast, foundations, main hull body,
structural closures, subdivisions, welding and fastening.
*Exclude primary Program Records filed under SSIC 9000.1
and Life Cycle management records filed under SSIC 9000.2a*

*Apply SSIC 9000, par. 1.
Retire to nearest FRC when
2 years old. Destroy when
6 years old.*

SSIC 9110

SHELL AND SUPPORTING STRUCTURE

1. SHELL AND SUPPORTING STRUCTURE RECORDS. Records concern
for submarines, the pressure hull envelope and support
structures. For air cushion vehicles and surface effect ships
(acv/ses) rigid sidewall seals and flexible shirts and seals.
Also included in this category are records concerning shell
plating, surface and submarine hulls, inner bottom, shell
appendages, stanchions, longitudinal and transverse framing for
surface ships and submarines and lift system flexible shirts
and seals. *Exclude Primary Program records filed under SSIC 9000.1
and Life cycle management records filed under SSIC 9000.2a*

*Apply SSIC 9000, par. 1.
Retire to nearest FRC when
2 years old. Destroy when
6 years old.*

SSIC 9120

HULL STRUCTURAL BULKHEADS

1. HULL STRUCTURAL BULKHEAD RECORDS. These records concern longitudinal and transverse structural bulkheads, trunks and enclosures, bulkheads for torpedo protection, submarine hard tanks and soft tanks. *Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle management records filed under SSIC 9000.2a.*

Apply SSIC 9000, par. 1. ~~Retire to nearest FRC when 2 years old.~~ destroy when 6 years old.

SSIC 9130

HULL DECKS

1. HULL DECK RECORDS. These records contain information concerning all decks within the hull of the ship up to and including the strength or flight deck. *Exclude Primary Program records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a.*

Apply SSIC 9000, par. 1. ~~Retire to nearest FRC when 2 years old.~~ Destroy when 6 years old.

SSIC 9140

HULL PLATFORMS AND FLATS

1. HULL PLATFORMS AND FLATS RECORDS. These records contain information on all platforms and flats within the hull. *Exclude Primary Program records filed under SSIC 9000.1 and Likecycle Management records filed under SSIC 9000.2a.*

Apply SSIC 9000, par. 1. ~~Retire to nearest FRC when 2 years old.~~ Destroy when 6 years old

SSIC 9150

DECK HOUSE STRUCTURE

1. DECK HOUSE STRUCTURE. These records concern all deck house structures on all levels of the ship and for submarines including all faired structures composed of framing and plating above the pressure or non-pressure hull that is open to the sea. This includes fairwater for bridge and mast structure, walking decks, main deck and safety tracks. *Exclude Primary Program records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a.*

Apply SSIC 9000, par. 1. ~~Retire to nearest FRC when 2 years old.~~ Destroy when 6 years old.

SSIC 9160

SPECIAL STRUCTURES

1.   SPECIAL STRUCTURES RECORDS. These records include structural casting, forgings and equivalent weldments. *Exclude primary Program records filed under SSIC 9000.1 and Life Cycle management Records filed under* **SSIC 9162**

Apply SSIC 9000, par. 1
Retire to nearest ERC when 2 years old. Destroy when 6 years old.

STACKS AND MACKS

1.   STACKS AND MACKS. (Combined stack and mast) records. These records contain information on coverings, forgings, gaskets, ladders, plating, stack covers, and stack outer casing. *Exclude primary Program records filed under SSIC 9000.1 and Life Cycle management records filed under SSIC 9000.2a.*

SSIC 9164

Apply SSIC 9000, par. 1
Retire to nearest ERC when 2 years old. Destroy When 6 years old.

BALLISTIC PLATING RECORDS

1.   BALLISTIC PLATING RECORDS. These records contain information on armor grading, barbette connections and supports, barbette deck wedges, conning tower and fire control tubes, splinter plating and side belt plates. *Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle management records filed under SSIC 9000.2a.*

SSIC 9100-9192

Apply SSIC 9000, par. 1
Retire to nearest ERC when 2 years old. Destroy when 6 years old.

HULL STRUCTURE RECORDS

THE RECORDS IN THIS (9100-9199) SERIES ARE RELATED TO GENERAL HULL STRUCTURE RECORDS AND INCLUDE SHELL AND SUPPORTING STRUCTURE; HULL STRUCTURAL BULKHEADS; HULL DECKS; HULL PLATFORMS AND FLATS; DECK HOUSE STRUCTURE; SPECIAL STRUCTURES (STACKS AND MACKS, BALLISTIC PLATING, SONAR DOMES, AND HULL STRUCTURAL CLOSURES); MASTS, KINGPOSTS, AND SERVICE PLATFORMS; FOUNDATIONS; AND SPECIAL PURPOSE SYSTEMS (HULL) (BALLAST AND BUOYANCY UNITS AND COMPARTMENT TESTING) RECORDS.

Apply SSIC 9000, par. 1

91

SSIC 9200-92**
_____

PROPULSION PLANT RECORDS

THE RECORDS IN THIS SERIES INCLUDES RECORDS CONCERNING THE
PROPULSION PLANT OF NAVY SHIPS. THEY INCLUDE AUTOMATED SHIP
CONTROL SYSTEMS, NUCLEAR AND NON-NUCLEAR ENERGY GENERATING
SYSTEMS, STEAM PROPULSION UNITS, INTERNAL COMBUSTION AND
ELECTRIC PROPULSION UNITS, TRANSMISSION AND PROPULSION SYSTEMS,
PROPULSION SUPPORT SYSTEMS, FUEL AND LUBE OIL SYSTEMS AND
SPECIAL PURPOSE PROPULSION PLANTS.

Apply SSIC 9000, par. 1.

ADD (A) from pg 111-9-26a ⟶

SSIC 9210

ADD (B) from pg 111-9-26a ⟶

3. 1.   NUCLEAR ENGINEERING EXAMINATIONS. Qualification
examinations at NAVSEAHQ and completed by prospective
engineering officers, shift test engineers, and prospective
commanding officers to determine qualifications of nuclear
engineers for nuclear propulsion plants in U.S. Navy ships.

   a.   Papers of Successfully-Completed Examinations.

Transfer to WNRC in 6-month
blocks when newest examination
papers are 6 months old.
Destroy when newest papers are
15 years old. (NC1-NU-83-4)

   b.   Papers of Unsuccessfully-Completed Examinations.

Transfer to WNRC in 6-month
blocks when newest examination
papers are 15 months old.
Destroy when newest papers are
15 years old. (NC1-NU-83-4)

Add Ⓐ

SSIC 9200

PROPULSION PLANT

1. PROPULSION PLANT RECORDS, GENERAL. Records related to ship propulsion plants and to control systems for the propulsion plant. Records are generally accumulated at the ship level. Exclude primary program records filed under SSIC 9000.1 (non-nuclear) and 9210.1 (nuclear) and life cycle management records filed under SSIC 9000.2a.	Destroy when 6 years old.

ADD Ⓑ *NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)*

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, record copies of instructions and notices, and other records that document the establishment, development, and accomplishment of plans, programs, and policies related to the design, arrangement, manufacture, testing, operations, administration, training, maintenance and repair of naval nuclear-powered ships and prototypes under the Naval Nuclear Propulsion Program. Records are maintained by Nuclear Propulsion Directorate of NAVSEA (SEA 08)	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 50 years old.
2. GENERAL CORRESPONDENCE. Correspondence, reports, and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Included are records of shipboard and shore-based nuclear support facilities.	Retire to nearest FRC when 4 years old. Destroy when 10 years old.

ADD Ⓐ from pg III-9-27a ⟶

~~2. NAVAL NUCLEAR PROPULSION INFORMATION. Naval nuclear
propulsion information concerning the design, arrangement,
development, manufacture, testing, operations, administration,
training, maintenance and repair of the propulsion plants of
naval nuclear-powered ships and prototypes including the
associated shipboard and shore-based nuclear support
facilities.~~

~~Permanent. Transfer to WNRC
when 4 years old. Offer to
NARA when 30 years old. NAVSEA
(SEA 08) approval required
prior to offering to NARA.~~

ADD Ⓑ from pg III-9-27b ⟶
ADD Ⓒ from pg III-9-27c ⟶

SSIC 9245

PROPULSORS RECORDS

1. PROPELLER INSPECTION REPORTS FOR NAVAL SHIPS

    a. <u>Paper Copies at NAVSEAHQ</u>

        Destroy upon verification of microform.

    b. <u>Paper Copies at all Other Activities</u>

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

    c. <u>Silver Microfiche at NAVSEAHQ</u>

        Retain on board. Destroy when propeller is scrapped.

    d. <u>All Other Microfiche Copies at any Activity</u>

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

ADD Ⓓ from pg III-9-27d

SSIC 9300-93~~95~~ 90

1. ELECTRIC PLANT RECORDS INCLUDE INFORMATION ON MOTORS AND
ASSOCIATED EQUIPMENT, PROTECTIVE DEVICES, ELECTRIC CABLES,
ELECTRICAL DESIGNATING AND MARKING, ELECTRIC POWER GENERATION,
POWER DISTRIBUTION SYSTEMS, LIGHTING SYSTEMS, POWER GENERATION
SUPPORT SYSTEMS, GAS TURBINES, SUPERCONDUCTING SYSTEMS AND
SPECIAL PURPOSE ELECTRIC PLANTS. Exclude primary program records
filed under SSIC 9000.1 and Life Cycle management
records filed under SSIC 9000.2.

~~Apply SSIC 9000, par. 1.~~
Destroy when 6 years
old.

ADD (A)

SSIC 9220

ENERGY GENERATING SYSTEMS (NON-NUCLEAR)

1. ENERGY GENERATING SYSTEM (NON-NUCLEAR). Records contain information on propulsion boilers, gas generators, main propulsion batteries, and main propulsion fuel cells. Exclude Primary program records filed under SSIC 9000.1 and Life Cycle Management Records filed under SSIC 9000.2a.

Destroy when 6 years old.

SSIC 9221

STEAM BOILER RECORDS

1. BOILER RECORD SHEETS. Boiler record sheets and similar records and logs maintained by US Navy ships to monitor boiler operation.

Destroy when 2 years old.

SSIC 9230

PROPULSION UNITS

1. PROPULSION UNITS. Records contain information Propulsion steam turbines, propulsion steam engines, propulsion internal combustion engines, propulsion gas turbines, electric propulsion devices, self-contained propulsion systems, auxiliary propulsion devices, and secondary and emergency propulsion systems for submarines, Exclude primary program records filed under SSIC 9000.1 and Life cycle Management Records filed under SSIC 9000.2a.

Destroy when 6 years old.

ADD (B)

SSIC 9234

PROPULSION GAS TURBINES

1. <u>MARINE GAS TURBINE ENGINE ADP SUPPORT SYSTEM</u>. The MTGE
System is an accounting/inventory control system designed to
provide timely engine management data to NAVSEA Inventory
Managers. Whenever changes in the MGTE status or location occur,
the designated stockng activities provide the following
engine data: status, in transit, under repair, installed
onboard ship, ready for issue, and status of shipping con-
tainers.

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 refer- ence.

ADD©

SSIC 9240

TRANSMISSION AND PROPULSION SYSTEMS

1. TRANSMISSION AND PROPULSION SYSTEMS. Records contain
information on propulsion rduction gears, propulsion system
clutches and couplings, propulsion shafting, shaft bearings,
propulsors, propulsor shrouds and ducts, and water jet pro-
pulsors. Exclude primary program records filed under SSIC
9000.a and Life Cycle Management Records filed under SSIC
9000.2a.

Destroy when 6 years
old

ADD Ⓓ

SSIC 9250

PROPULSION SUPPORT SYSTEMS

1. PROPULSION SUPPORT SYSTEMS. Records contain information on   Destroy when 6 years
combustion air systems, propulsion control systems, main   old.
steam piping system, condensers and air ejectors, feed water
and condensate systems, circulating and cooling water systems,
high pressure steam drain systems, and uptakes. Exclude
primary program records filed under SSIC 9000.1 and Life Cycle
Management records filed under SSIC 9000.2a.

SSIC 9260

FUEL AND LUBE OIL PROPULSION SUPPORT SYSTEMS

1. FUEL AND LUBE OIL SUPPORT SYSTEMS. Records contain   Destroy when 6 years
information on fuel service systems, main propulsion lube oil   old.
systems, submarine shaft lube oil systems, and lube oil fill,
transfer, and purification systems. Exclude primary program
records filed under SSIC 9000.1 and Life Cycle Management
Records filed under SSIC 9000.2a.

SSIC 9290

SPECIAL PURPOSE PROPULSION PLANT SYSTEMS

1. SPECIAL PURPOSE SYSTEMS. Records contain information on   Destroy when 6 years
the engineering operational sequencing system. Exclude   old.
primary program records filed under SSIC 9000.1 and Life Cycle
Management Records filed under SSIC 9000.2a.

SSIC 9400-9445

GENERAL COMMAND AND SURVEILLANCE (SHIPBOARD INSTALLATIONS)

SSIC 9400

1.   COMMAND AND SURVEILLANCE (SHIPBOARD INSTALLATION) RECORDS.
Files include security requirements, personnel safety, radio
frequency transmission lines, antenna requirements, grounding
and bonding, electromagnetic interference reduction, and system
test requirements. Files also include command and control
systems and navigation systems (non-electrical and non-
electronic navigation aids, electrical navigation aids
(lights), radio electronic navigation systems. Acoustical
electronic navigation systems, periscope. *Exclude primary program records
Filed under SSIC 9000.1 and Lifecycle Management records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par .1.~~
Destroy when 10 years old.

DD (A) *from pg III-9-28a*

SSIC 9430

1.2.   INTERIOR COMMUNICATIONS (IC) RECORDS. Files include
switchboards for IC systems; telephone systems; announcing
systems, entertainment and training systems, voice tubes and
message passing scuttles; alarm, safety, and warning systems;
indicating, order, and metering systems; integrated control
systems; and recording and television systems. *Exclude Primary Program
records filed under SSIC 9000.1 and Lifecycle Management records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 6 years old.

SSIC 9440

1.3.   EXTERIOR COMMUNICATIONS RECORDS. Files include radio
systems, underwater systems, visual and audible systems,
telemetry systems, teletype and facsimile systems, and security
equipment systems. *Exclude Primary Program records filed under SSIC
9000.1 and Life cycle Management records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par. 1.~~
Destroy when 6 years old.

Add (B) *from pg III-9-28b* ⟶

SSIC 9450-9~~~~

SURFACE
~~UNDERWATER~~ SURVEILLANCE SYSTEMS~~, SURFACE RECORDS~~

1.   SURFACE SURVEILLANCE SYSTEMS RECORDS. Files include
surface search radar, two and three dimensional (2nd and 3rd)
air search radar, aircraft control approach radar,
identification systems (IFF) multiple mode function radar, and
space vehicle electronic tracking. *Exclude primary Program records
filed under SSIC 9000.1 and Lifecycle management records filed
under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 10 years Old.

ADD (A)

SECURITY REQUIREMENTS RECORDS

1. COMMUNICATIONS SECURITY ENGINEERING CONTROL SYSTEM.
This system provides support to technical codes at the Space
and Naval Warfare Systems Engineering Center, Portsmouth, VA.
Support is provides in the following functional areas: con-
figuration management, project management, fiscal tracking
and projections, reliability and maintainability, logistics,
engineering design, engineering calculations, and Tempest
program. The functional and resource sponsor is CNO (OP-94).

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.

ADD Ⓑ

SSIC 9441

RADIO SYSTEMS RECORDS

1. MOBILE RADIO INFORMATION SYSTEM. System allows users
to add, update, or delete mobile radio inventory items and
tracks those items scheduled for maintenance for a selected
period. Information retained in the system includes purchase
date, unit cost, repair date, and repair costs. System is
sponsored by CNO (OP 094) and maintained on micro computers
by participating activities.

a. Discs or other file maintenance media.	Retain on board. Destroy when no longer required.
b. Input data	Retain on board. Destroy when no longer required.
c. Output data and reports	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 9460-~~9469~~

UNDERWATER SURVEILLANCE SYSTEMS

1. UNDERWATER SURVEILLANCE SYSTEMS RECORDS. Files include
fixed surveillance systems (includes active sonar), mobile
surveillance systems (includes passive sonar), deployable
surveillance systems (multiple mode sonar), and classification
sonar. *Exclude Primary Program records filed under SSIC 9000.1 and
Life Cycle management records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 6 years old.

SSIC 9470-9472

COUNTERMEASURES RECORDS

1. COUNTERMEASURES RECORD. Files include active and passive
Electronic Countermeasures (ECM). *Exclude Primary Program records
filed under SSIC 9000.1 and Life cycle management records filed
Under ~~9000~~ SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 6 years old

SSIC 9473

TORPEDO COUNTERMEASURES RECORDS

1. TORPEDO COUNTERMEASURES FILES. Records contain information
on torpedo decoys and countermeasures including all acoustic,
chemical, mechanical, and hybrid decoys, and ship silencing
relating to their construction, effectiveness, performance,
installation and production. Files also consist of equipment
and list data, copies of station directives, and other records
relating to shipboard torpedo counter- measures, ship
silencing, and shipboard integration with associated sensors
and Anti-Submarine Warfare (ASW) systems. *Exclude primary Program
records filed under SSIC 9000.1 and Life Cycle management
Records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 6 years old.

2. Torpedo countermeasures equipment modifications to meet
revised threats or improved characteristics.

Retain on board. Destroy when
superseded, when equipment is
transferred to other control,
or after final disposition,
whichever occurs later.

SSIC 9474

OTHEP DECOYS RECORDS

1. OTHER DECOYS FILES. Records contain information on electronic warfare decoys including all radio programming, infrared and hybrid radio frequency/intermediate range, relating to their construction, effectiveness. *Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle management records filed under SSIC 9000.2a*

Apply SSIC 9000, par. 1. *Destray when 6 years old.*

SSIC 9475

DEGAUSSING RECORDS

1. DEGAUSSING RECORDS. Files include information on coils, connection boxes, control equipment and magnetic silencing.

Apply SSIC 9000, par. 1. *Retire and dispose of records under the appropriate Subsection of SSIC 8950 of this Instruction.*

SSIC 9476

MINE COUNTERMEASURES (MINESWEEPING) RECORDS

1. MINE COUNTERMEASURES RECORDS. Files include information on acoustic, magnetic and mechanical minesweeping systems, trawl nets, mine countermeasures handling equipment, minefield navigation systems, mine hunting systems and pressure minesweeping systems. *Exclude primary program records filed under SSIC 9000.1 and Life Cycle management records filed under SSIC 9000.2a.*

Apply SSIC 9000, par. 1. *Destray when 6 years old.*

SSIC 9480

FIRE CONTROL SYSTEMS

1. FIRE CONTROL SYSTEMS RECORDS. Files contain information concerning equipment not integral or attached to the weapons.

Apply SSIC 9000, par. 1. *Retire and dispose of records under the appropriate Subsection of SSIC 8200 of this Instruction*

SSIC 9490-~~9~~

SPECIAL PURPOSE SYSTEMS (COMMAND AND SURVEILLANCE) RECORDS

1. SPECIAL PURPOSE SYSTEMS RECORDS. Files include electronic test, checkout, and monitoring equipment and meteorological systems, flight control and instrument landing systems, non-combat data processing systems, and meteorological systems. *Exclude Primary Program records filed under SSIC 9000.1 and Life cycle Management Records filed under 9000.2a.*

Apply ~~SSIC 9000, par. 1.~~
Destroy when 5 years old.

SSIC 9492

ELECTRONIC EQUIPMENT FOR RADIATION DETECTION, INDICATION, AND COMPUTATION (RADIAC)

1. GENERAL CORRESPONDENCE *for RADIAC program. Records include, budget estimate submissions, and procurement documents, and other correspondence used in*

Retain on board. Destroy ~~after~~ *when* 2 years.~~old.~~

~~2. BUDGET ESTIMATE SUBMISSIONS~~ *the routine administration of the program.*

~~Retain on board. Destroy~~ after 4 years.

~~3. PROCUREMENT REQUESTS AND ORDERS~~

~~Retain on board. Destroy after 2 years.~~

~~4. INTERNAL OPERATIONS AND ADMINISTRATION~~

~~Retain on board. Destroy after 2 years.~~

2 ~~5~~. ALL MATERIAL USED AS REFERENCES IN RESEARCH AND DEVELOPMENT

Retain on board. Destroy when no longer needed.

3 ~~6~~. ALL RADIATION DETECTION INDICATION AND COMPUTATION (RADIAC) CASE FILES *for individual units.*

~~Permanent. Des~~ *Retain on Board until unit is removed from Navy inventory then destroy.*

~~7. RADIAC PUBLISHED TECHNICAL REPORTS~~

~~Permanent.~~

4 ~~8~~. ALL MATERIAL ON MOVEMENT OF RADIOACTIVE MATERIALS

Retain on board. Destroy after 2 years.

SSIC 9500-9599

AUXILIARY SYSTEMS RECORDS

SSIC 9500-9509

GENERAL AUXILIARY SYSTEMS RECORDS

SSIC 9500

GENERAL AUXILIARY SYSTEMS RECORDS

1.   AUXILIARY SYSTEMS RECORDS. Files include auxiliary
machinery; pumps; instruments and instrument boards, general
piping requirements; overflows, air escapes, and sounding
tubes; machinery and piping designations and markings; thermal
insulation for piping and machinery; and thermal insulation for
ventilation and air conditioning ducts. *Exclude Primary Program
records filed under SSIC 9000.1 and Life Cycle Management records
filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
*Destroy when 5 years
old.*

SSIC 9510-~~9~~

ENVIRONMENTAL CONTROL RECORDS

1.   ENVIRONMENTAL CONTROL RECORDS. Files contain information
on compartment heating, ventilation, machinery space
ventilation, air conditioning, air revitalization (submarines),
refrigeration and waste heat recovery systems and auxiliary
boilers. *Exclude Primary Program records filed under 9000.1 and
lifecycle management records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
*Destroy when 5 years
old.*

SSIC 9520

SEAWATER SYSTEMS

1.   SEAWATER SYSTEMS RECORDS. Files include information on
non-propulsion seawater sprinkler, washroom and auxiliary
seawater systems and plumbing. Exclude Primary Program
Reords Filed under SSIC 9000.1 and Life cycle manage-
ment Reords Filed under SSIC 9000.2a.

Apply SSIC 9000, par.
Destroy when 5 years old.

SSIC 9530

FRESH WATER SYSTEMS

1.   FRESH WATER SYSTEMS RECORDS. Files include information on
distilling plants, cooling water portable water, auxiliary
steam and drains within and outside machinery box and auxiliary
fresh water cooling systems. Exclude Primary Program records filed
Under SSIC 9000.1 and lifecycle Management records filed
Under SSIC 9000.2a.

Apply SSIC 9000, par. 1.
Destroy when 5 years old

SSIC 9540-9540

FUELS AND LUBRICANTS HANDLING AND STORAGE

1.   FUELS AND LUBRICANTS RECORDS. Files include information on
ship fuels, aviation and general purpose fuels, and special
fuel and lubricants handling and stowage. Exclude Primary program
records filed under SSIC 9000.1 and lifecycle Management
records filed under SSIC 9000.2a.

Apply SSIC 9000, par. 1.
Destroy when 5 years old

SSIC 9550-9550

AIR, GAS, AND MISCELLANEOUS FLUID SYSTEMS RECORDS

1. AIR, GAS, AND MISCELLANEOUS FLUID SYSTEMS RECORDS. Files
include compressed air systems, fire extinguishing systems, and
hydraulic fluid systems. Exclude Primary Program records filed
under SSIC 9000.1 and lifecycle Management records
filed under SSIC 9000.2a.

Apply SSIC 9000, par. 1
Destroy when 5 years old.

SSIC 9560-~~9560~~

SHIP'S CONTROL SYSTEMS RECORDS

1. SHIP'S CONTROL SYSTEMS RECORDS. Files include information
on steering and diving control systems, rudders, hovering and
depth control, trim system, diving planes and stabilizing fins
for submarines and trim and heal systems for surface ships. *Exclude
Primary Program Records filed under SSIC 9000.1 and Life cycle
management records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par. 1.~~
*Destroy when 5 years
old.*

SSIC 9570-~~9570~~

MATERIAL HANDLING SYSTEMS RECORDS

1. MATERIAL HANDLING SYSTEMS RECORDS. Files include records
on replenishment, replenishment at sea, ship stores and
equipment handling, cargo handling, material replenishment and
vertical handling and stowage systems. *Exclude Primary Program
records filed under SSIC 9000.1 and Life cycle management
records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par. 1.~~
*Destroy when 5 years
old*

SSIC 9580-~~9580~~

MECHANICAL HANDLING SYSTEMS RECORDS

1. MECHANICAL HANDLING SYSTEMS RECORDS. Files include anchor
handling and stowage systems, mooring and towing systems, boat
handling and stowage systems, mechanically operated door, gate
pump, and turntable systems; elevating and retracting gear;
aircraft support systems; aircraft launch support systems; and
aircraft handling, servicing and storage. *Exclude Primary Program
records filed under SSIC 9000.1 and Life cycle management
records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par. 1.~~
*Destroy when 5 years
old.*

SSIC 9590-~~9599~~

SPECIAL PURPOSE SYSTEMS (AUXILIARY SYSTEMS) RECORDS

1. SPECIAL PURPOSE SYSTEMS (AUXILIARY SYSTEMS) RECORDS. Files include scientific and ocean engineering systems, swimmer and diver support and protection systems; environmental pollution control systems (sewage treatment and disposal, trash disposal, and incineration); submarine rescue, salvage and survival systems; towing, launching, and handling for underwater systems, handling system for divers and submersible vehicles; and salvage support systems. *Exclude Primary Program records filed under SSIC 9000.1 and Lifecycle Management records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 5 years old.

SSIC 9600-~~9609~~

GENERAL OUTFIT AND FURNISHING RECORDS

1. GENERAL OUTFIT AND FURNISHING RECORDS. Files include hull designating and marking; draft marks; locks, keys, and tags; and rodent and vermin proofing.

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years old

SSIC 9610-~~9619~~

SHIP FITTINGS RECORDS

1. SHIP FITTING RECORDS. Files include hull fittings, rails, stanchions, lifelines and rigging and canvas records.

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years old.

SSIC 9620-~~9999~~

HULL COMPARTMENTATION RECORDS

1.   HULL COMPARTMENTATION RECORDS. Files include non-structural bulkheads, floor plates and gratings; ladders; non-structural closures; and air ports; fixed port lights, and windows.

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years old

SSIC 9630-~~9999~~

PRESERVATIVES AND COVERINGS RECORDS

1.   PRESERVATIVES AND COVERINGS RECORDS. Files include painting, zinc coating, cathodic protection, deck covering, hull insulation, hull damping, sheathing, refrigerated spaces, and radiation shielding. Exclude primary program records filed under ssic 9000.1 and Life cycle management records filed under ssic 9000.2a

~~Apply SSIC 9000, par. 1.~~
Destroy when 5 years old.

SSIC 9640-~~9999~~

LIVING SPACES RECORDS

1.   LIVING SPACES RECORDS. Files include living spaces and furnishings, berthing and messing spaces, and sanitary spaces and fixtures.

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years old

SSIC 9650-~~9999~~

SERVICE SPACE RECORDS

1.   SERVICE SPACE RECORDS. Files include commissary spaces, medical spaces, dental spaces, utility spaces (barber shop, ship's stores, and brig), laundry spaces, and trash disposal spaces.

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years old.

SSIC 9660-~~███~~

WORKING SPACES RECORDS

1. WORKING SPACES RECORDS. Files include offices; damage control stations; and workcenters, laboratories, test areas, and shops (including portable tools and equipment).

~~Apply SSIC 9000, par. 1.~~ Destroy when 2 years old.

SSIC 9670

STOWAGE SPACE RECORDS

1. STOWAGE SPACE RECORDS. Files include lockers and special stowage, storerooms, issue rooms and cargo stowage.

~~Apply SSIC 9000, par. 1.~~ Destroy when 2 years old.

SSIC 9690

SPECIAL PURPOSE SYSTEM (OUTFIT AND FURNISHINGS) RECORDS

1. SPECIAL PURPOSE SYSTEMS RECORDS. Files include furnishings and outfitting special purpose systems and outfit and furnishings operating fluids and repair parts and special tools.

~~Apply SSIC 9000, par. 1.~~ Destroy when 2 years old.

SSIC 9700-~~9799~~

GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS

1. GENERAL ARMAMENT (SHIPBOARD INSTALLATION) RECORDS. Files include stowage and handling of guns and ammunition, missiles and rockets, mines, depth charges, torpedos, small arms and pyrotechnics, cargo munitions, and aircraft related weapons. Files also include special purpose systems (armament) and special weapons. They consist of correspondence, reports, drawings, and studies. They are accumulated by shipyards, ship repair facilities, and other activities concerned with the construction and maintenance of naval ships.

➡ADD Ⓐ From pg III-9-38a ➡

~~Apply SSIC 9000, par. 1.~~
Retire and Dispose of records under the appropriate Subsection under SSIC 8020 of this instruction

SSIC 9800-~~9899~~

GENERAL INTEGRATION AND ENGINEERING (SHIPBUILDER'S RESPONSE) RECORDS

1. GENERAL INTEGRATION AND ENGINEERING (SHIPBUILDER'S RESPONSE) RECORDS. Files include engineering services associated with the design, development, production, testing and delivery of ships including production engineering, special drawings for nuclear propulsion systems, design support, quality assurance, integrated logistic support engineering, and special purpose items.

~~Apply SSIC 9000, par. 3.~~
Destroy when 3 years old.

SSIC 9900-9999

GENERAL SHIP ASSEMBLY AND SUPPORT SERVICES RECORDS

1. GENERAL SHIP ASSEMBLY AND SUPPORT SERVICES RECORDS. Files include contractural and production support services and construction support (molds and templates, launchings, and drydocking).

~~Apply SSIC 9000, par. 3.~~
Destroy when 6 years old.

ADD Ⓑ From pg III-9-38b

A ƆƆ Ⓐ

2. <u>COMBAT SYSTEMS ALTERATION NETWORK (SEANET).</u> The system is based on a distributive data processing network consisting of detailed databases located at and maintained by the designated responsible sources for the data and information. These data-bases are made accessable to users through a standardized, user friendly, menu driven inquiry and reporting system. System provides all the data and information required to manage an alteration throughout its life-cycle: From initial identif-ication development by ISEA, through planning and budgeting, and installation and accomplishment reporting.

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 refer-ence.

<u>SSIC 9997</u>

<u>DRYDOCKING RECORDS</u>

1. DOCKING REPORTS. Reports concerning the condition of the hull and all underwater attachments to the hull that is prepared whenever a naval vessel is placed in drydock for routine overhaul or emergency repairs.

Destroy when 2 years old.