

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-NU-84-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 6/3/2024

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records.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

The folloing items remain active:

10000/2/A-C

10140/1

10700/3

SUPERSEDED AND OBSOLETE ITEMS

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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

All other items were superseded by DAA-NU-2015-0010, or they were filing instructions.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE NAVY

2. MAJOR SUBDIVISION
CHIEF OF NAVAL OPERATIONS

3. MINOR SUBDIVISION
RECORDS AND INFORMATION MANAGEMENT DIV

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

MRS. MARGARET DAYMUDE

433-6550

LEAVE BLANK

JOB NO

NC1-NU-84-1

DATE RECEIVED

November 8, 1983

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

11-17-83

Date

Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
17 AUG 83	<i>J. R. Adams</i>	Director, Naval Records and Information Management Division		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	CHAPTER 10 GENERAL MATERIAL SSIC 10000			
	The records described in this chapter relate to general materials not covered in the specialized material series (such as ordnance, ships, aeronautical). They relate to personnel materials, general tools and machinery, electronic and electrical equipment, building materials, fuels, metals, photographic equipment and accessories, and other miscellaneous materials. They are accumulated throughout the Department of the Navy by activities performing specialized, technical, or other functions relating to these materials.			
				88 items

115-107

Agency's copy delivered by R. Storm on 11-23-83. Copies not distributed to FRCs pending receipt from agency of conversion table. 11-21-83.

MASS DATA CHANGE WORKSHEETS WILL BE FORWARDED WITH PRINTED CHAPTER

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
41 CFR 101-11.4

All FRC's, NNS & NNM sent 11-30-83 by DMW.

ITEM
NO.SSIC 10000GENERAL MATERIAL RECORDS - GENERAL

1. GENERAL CORRESPONDENCE files as related to routine internal operation and administration of general material not covered elsewhere in this schedule. (See also par. 4400 for supply material files.)

Destroy when 2 years old.

2. BLUEPRINTS AND DRAWINGS of general equipment and materials items. (See ~~also~~ par. 4121, for ^{(2) permanent} specification files):

2. a. Original tracings or drawings (master copies only).

Destroy when microfilmed and identification and mounting is completed or when no longer needed; whichever is later ~~(22/31)~~ ^(GRS).

3. b. Master microfilm negatives.

Apply the appropriate
SSIC 4121.2
8/9/07

Retain on board.
Destroy when no longer needed.

4. c. Other copies.

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

5. 3. MARINE CORPS TECHNICAL INFORMATION AND MODIFICATION RECORDS of general tools and machinery, electronic equipment and other miscellaneous materials.

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

ITEM
No.

SSIC 10100

PERSONNEL MATERIAL RECORDS - GENERAL

6. 1. GENERAL CORRESPONDENCE covering the administration and routine operation of personnel material.

Destroy when 2 years old.

SSIC 10110

PROVISIONS AND RATIONS RECORDS

7. 1. ACTIVITIES SUBSISTENCE REPORT RECORDS. Reports, correspondence and related records concerning subsistence requisitioning/support channels; special rations; stock levels; wholesale support, inspection of stock; stock status, etc.

a. Afloat activities

Destroy when 1 year old.

b. Ashore Activities

Destroy when 2 years old.

SSIC 10120

CLOTHING AND UNIFORM RECORDS

9. 1. CLOTHING REQUISITION AND RECEIPT RECORDS (such as Requests for Issue or Turn-in, DD-1150). (See also pars. 1020 and 1070(15)).

Destroy when 2 years old.

10. 2. CUSTODY RECEIPTS FOR CLOTHING ISSUES.

Destroy when clothing is returned.

3. CLOTHING STORES RETURNS. (See also par. 7323(1)).

Destroy when 2 years old.

11. a. Navy activities

Destroy 3 years after close of fiscal year.

12. b. Marine Corps Activities

ITEM
NO.

13.

4. NAVAL UNIFORM SHOP RECORDS. These are general correspondence records accumulated by the Navy Resale and Services Support Office, Brooklyn, NY, documenting administration of the Naval Uniform Shop.

Destroy when 3 years old.

SSIC 10121NAVAL AND MARINE CORPS RESERVE CLOTHING RECORDS

14.

1. GENERAL CORRESPONDENCE FILES, and merchandising Advisory notices related to Naval and Marine Corps Reserve clothing.

Destroy when 2 years old.

SSIC 10122OFFICER CLOTHING AND UNIFORM RECORDS

15.

~~See also pars. 1020 and 1070(15)~~
1. GENERAL CORRESPONDENCE FILES and merchandising Advisory notices related to officer clothing and uniforms. (See also pars. 1020 and 1070(15)).

~~Apply par. 10121~~
Destroy when 2 years old.

SSIC 10123OFFICER CANDIDATE CLOTHING AND UNIFORMS RECORDS

16.

1. GENERAL CORRESPONDENCE pertaining to Officer Candidate clothing and uniforms.

Destroy when 2 years old.

SSIC 10124ORGANIZATIONAL CLOTHING RECORDS

17.

1. GENERAL CORRESPONDENCE relating to the storage and issue of special clothing, cold weather clothing, flight clothing, and protective warfare clothing.

Destroy when 3 years old.

18.

2. WEAR TEST REPORTS

Destroy when 2 years old.

ITEM
NO.SSIC 10128RETAIL CLOTHING STORE ITEM RECORDS

19. 1. GENERAL CORRESPONDENCE pertaining to uniform discrepancies and National Stock Numbers relating to retail clothing store items.

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

20. 2. STOCK POSITION REPORTS.

Destroy when 1 year old.

SSIC 10130SHIP STORE MATTERS RECORDS

21. 1. GENERAL CORRESPONDENCE pertaining to the overall operation of ship's stores, afloat and ashore.

Destroy when 3 years old.

22. 2. DOCUMENTS RELATING TO THE OVERALL ADMINISTRATION OF SHIP'S STORES

Destroy when 4 years old.

SSIC 10140EXCHANGE MATTERS RECORDS

23. 1. GENERAL CORRESPONDENCE FILES pertaining to general management and administration of Navy exchanges. (See also par. 4066.)

Destroy when 3 years old.

SSIC 10150PERSONAL SERVICE EQUIPMENT RECORDS

24. 1. GENERAL CORRESPONDENCE pertaining to mess operations ashore and afloat.

Destroy when 2 years old.

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25. 2. GENERAL CORRESPONDENCE pertaining to laundry operations of Navy ship stores ashore and afloat.

Destroy when 2
years old.

SSIC 10160

FURNITURE AND FURNISHINGS (NONOFFICE) RECORDS

26. 1. Correspondence files pertaining to non-office furniture and furnishings.

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

SSIC 10170

TRAINING MATERIAL RECORDS

Training material records in this series cover equipment (i.e., blackboards, chalk, etc.) not devices (i.e., syllabi, curricula, etc.). For military personnel training see paragraph 1500. For civilian personnel training see paragraph 12410.

management and utilization of

27. 1. GENERAL CORRESPONDENCE pertaining to ^{management and utilization of} training material. ~~management and utilization records~~

Destroy when 3
years old.

SSIC 10200

MACHINERY AND TOOL RECORDS (GENERAL)

28. 1. Records relating to use, maintenance, and repair of machinery and tools; calibration records and related papers. (See also par. 4870.)

Destroy when 3
years old.

SSIC 10210

29. AGRICULTURAL MACHINERY RECORDS

Apply par. 10200(1)

SSIC 10220ITEM
NO.30. AIR COMPRESSORS AND PUMP RECORDS

Apply par. 10200(1)

SSIC 1023031. AIR CONDITIONING AND VENTILATING EQUIPMENT RECORDS

Apply par. 10200(1)

SSIC 10250CONVEYING AND HOISTING EQUIPMENT RECORDS

32. 1. REPORTS, MESSAGES AND RELATED CORRESPONDENCE
and papers concerning conveying and hoisting
equipment.

Cut-off annually at the
end of the calendar
year. Destroy when
3 years old.

SSIC 1026033. ELECTRIC MOTORS AND GENERATOR RECORDS

Apply par. 10200(1)

SSIC 1027034. ENGINES (EXCEPT SHIPS AND AIRCRAFT) RECORDS

Apply par. 10200(1)

SSIC 10290TOOL RECORDS

~~1. RECORDS RELATING TO THE USE, MAINTENANCE AND REPAIR
OF TOOLS AND GAUGES: calibration records; related papers.~~

~~Destroy when 3
years old.~~

35. 1. TOOL REPAIR HISTORY CARD: These cards list major
repairs to each tool.

Retain on board.
Destroy when tool
disposed of.

ITEM
NO.SSIC 10300MISCELLANEOUS MATERIALS RECORDS

Miscellaneous materials include abrasives, steel, metallic and non-metallic materials, wood, lumber, concrete, rubber, lubricants, paints, electronic components, molds, dies, hardware, and plumbing fixtures (see also par. 4110 for integrated material management records and par. 4840 for materials records).

36. 1. GENERAL CORRESPONDENCE of the routine internal operation and administration of a miscellaneous materials program.
37. 2. STRENGTH AND OTHER TEST RECORDS used in construction work by public works activities having continuing research value.

Destroy when 3 years old.

Retain on board. Dispose of when no longer needed for administrative purposes.

SSIC 10330CHEMICAL AND GAS RECORDS (OTHER THAN WARFARE RECORDS)

THESE RECORDS INCLUDE HELIUM AND OXYGEN RELATED FILES

38. 1. GENERAL CORRESPONDENCE, REPORTS, INSTRUCTIONS AND OTHER TYPES OF MATERIAL that may be generated pertaining to gases and chemicals (For Tech Reps see par. 3900(9)).
39. a. General correspondence and reports.
- b. Instructions and Notices

Destroy when 5 years old.

Destroy when superseded or cancelled.

ITEM
No.SSIC 10340FUEL RECORDS

1. FUEL REPORTS: copies of reports relating to the receipt, issue, inventory, replenishment, consumption, and requirements of fuel products submitted to higher authority (include fuel loading and discharge reports).

40. a. Fuel requirements estimate reports.

Destroy when 2
years old.

41. b. All other reports.

Destroy when 1
year old.

2. SLATES (listings) showing fuel inventories, storage, consumption, requirements, and planning data for petroleum.

42. a. Bulk petroleum products.

Destroy when 2
years old.

43. b. All other petroleum products.

Destroy when 1
year old.

44. 3. LOCAL STATISTICAL REPORTS AND OTHER FUEL REPORTS received for informational purposes or used as local working papers.

Destroy when super-
seded by new report.

45. 4. GENERAL CORRESPONDENCE relating to the storage and issue of fuels.

Destroy when 3
years old.

SSIC 10341

46. GASOLINE AND JET FUEL RECORDS

SSIC 10342

Apply par. 10340

PROPELLANTS AND OXIDIZERS RECORDS

47. 1. PERFORMANCE TEST RECORDS, including manufacturing test sheets, for lots or batches of powder or other propellants. These are accumulated by plants, laboratories, or manufacturing facilities. (See par. 4430 for inspection receipt (acceptability) records.)

Retain on board.
Destroy after mate-
rial involved is
withdrawn from
service.

ITEM
NO.48. FUEL OILS RECORDSSSIC 10343

Apply par. 10340

SSIC 1034549. FUELING AND FUEL STORAGE EQUIPMENT RECORDS

Apply par. 10340

SSIC 1035050. LUBRICANT RECORDS

Apply par. 10300

SSIC 1036051. PROTECTION AND PRESERVATIVE COATINGS AND COMPOUND RECORDS

Apply par. 10300

SSIC 1037052. BUILDING MATERIAL RECORDS

Apply par. 10300

SSIC 1038053. ELECTRICAL AND ELECTRONIC COMPONENT RECORDS

Apply par. 10300

ITEM
NO.54. ELECTRIC DISTRIBUTION EQUIPMENT RECORDSSSIC 10390

Apply par. 10300

55. MOLDS, DIES, JIGS RECORDSSSIC 10400

Apply par. 10300

56. HARDWARE RECORDSSSIC 10410

Apply par. 10300

57. BEARING RECORDSSSIC 10420

Apply par. 10300

58. PLUMBING FIXTURES AND PIPING RECORDSSSIC 10430

Apply par. 10300

59. HOSE, GASKETS, PACKING RECORDSSSIC 10440

Apply par. 10300

60. CORDAGE AND WIRE ROPE RECORDSSSIC 10450

Apply par. 10300

OFFICE EQUIPMENT AND SUPPLIES RECORDS

61. 1. GENERAL CORRESPONDENCE pertaining to office equipment, management, production, and utilization records.

Destroy when 3 years old.

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62. 2. MACHINE UTILIZATION REPORTS and other records relating to requirements and justifications for office machines and equipment.

Destroy when 2 years old.

63. 3. RECORDS RELATING TO ACQUISITION OF OFFICE EQUIPMENT

Retain on board.
Destroy after equipment disposal.

64. 4. SUPPLY, REQUISITIONS AND RECEIPT RECORDS (such as DD Form 1149 and requests for issue).

Destroy when 3 years old.

SSIC 10467

OFFICE FURNITURE AND FURNISHINGS RECORDS

65. 1. OFFICE FURNITURE REQUISITION AND INVENTORY RECORDS (such as DD1149, DD1262, SF344 and requests for issue).

Destroy when 3 years old.

SSIC 10470

SAFETY AND SURVIVAL EQUIPMENT AND DEVICE RECORDS

66. 1. GENERAL CORRESPONDENCE relating to the storage and issue of safety and survival equipment and devices.

Apply par. 10300

SSIC 10480

SANITARY AND CLEANING EQUIPMENT RECORDS

Apply par. 10300

67. 1. GENERAL CORRESPONDENCE relating to the storage and issue of sanitary and cleaning equipment.

SSIC 10490

MATERIAL HANDLING EQUIPMENT RECORDS

68. 1. GENERAL CORRESPONDENCE relating to the storage and issue of material handling equipment.

Destroy when 3 years old.

SSIC 10500ITEM
NO.NAVIGATIONAL AND MOORING AID RECORDS

Apply par. 10300

69. 1. GENERAL CORRESPONDENCE relating to the storage and issue of navigational and mooring aids. (See also par. 9420.)

SSIC 10510INSTRUMENT RECORDS

Apply par. 10300

70. 1. GENERAL CORRESPONDENCE relating to the storage and issue of instruments. (See also par. 9420.)

SSIC 10520FLAGS AND PENNANTS RECORDS

71. 1. GENERAL CORRESPONDENCE relating to the storage and issue of flags and pennants. (See also par. 9420.)

Destroy when 3 years old

2. DOCUMENTS REFLECTING THE DEVELOPMENT, RESEARCH, DESIGN AND APPROVAL OR DISAPPROVAL OF SYMBOLIC ITEMS displayed by individuals or organizations, including flags, pennants, plaque, official seals and other heraldic services. Included are illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders and related documents.

72. a. Case Files of the Naval Sea Systems Command Headquarters office performing Navy-wide responsibility for flags and pennants.

Permanent. Offer to NAR when no longer required for on-site reference by NAVSEASYS COM.

73. b. Files of Other Offices.

Destroy when 2 years old

SSIC 10550ELECTRONICS RECORDS

(See also pars. 9420, 3320, 13290 and 13220)

74. 1. GENERAL CORRESPONDENCE FILES of the Electronics Divisions or units of activities relating to their responsibilities for the inspection, repair, and installation of electronics equipment.

Destroy when 4 years old.

ITEM
NO. Consists of equipment and test data, copies of station directives, and other records relating to electronics matters and integrated electronics systems.

75. 2. ELECTRONIC EQUIPMENT INSTALLATION RECORDS; related or similar records.

Destroy when superseded when equipment is transferred to other control or after final disposition of equipment is completed.

76. 3. ELECTRONICS MATERIAL AND COMPONENTS EQUIPMENT LOG BOOKS OR EQUIPMENT HISTORY CARDS.

Transfer with equipment destroy when equipment is expended.

SSIC 10560

DIVING EQUIPMENT RECORDS

Apply par. 10300

77. 1. GENERAL CORRESPONDENCE relating to the storage and issue of diving equipment. (See also pars. ~~9940~~ and ~~9597~~.)

9590 and 9670 *JS* 8/9/2007
SSIC 10570

DOMESTIC AND WILD ANIMAL RECORDS

78. 1. GENERAL CORRESPONDENCE FILES relating to routine operation and administration of a domestic and wild animal program.

Destroy when 2 years old.

SSIC 10580

CONTAINER(S) (AS USED IN CONTAINERIZATION) RECORDS

79. 1. CORRESPONDENCE, REPORTS AND RELATED PAPERS accumulated by activities and offices in connection with the operation and administration of containerization program and techniques.

Destroy when 2 years old.

ITEM
NO.SSIC 10700AUDIOVISUAL EQUIPMENT AND ACCESSORIES

- | | | |
|-----------|--|--|
| 80. | 1. AUDIOVISUAL EQUIPMENT ALLOWANCE AUTHORIZATION DOCUMENTS | Retain on board.
Destroy when superseded or cancelled. |
| 81. | 2. AUDIOVISUAL EQUIPMENT MAINTENANCE RECORDS of corrective and planned maintenance. | Retain on board.
Destroy when equipment is declared obsolete. |
| COPIES OF | | |
| 82. | 3. AUDIOVISUAL EQUIPMENT STANDARDIZATION DOCUMENTS and handbooks pertaining to Military/Federal procurement specifications and standards. | Retain on board.
Destroy when superseded or cancelled. |
| 83. | 4. AUDIOVISUAL EQUIPMENT PROCUREMENT AUTHORIZATIONS | Destroy when 2 years old or when equipment is included in command Audiovisual equipment allowance authorization documents. |
| 84. | 5. AUDIOVISUAL EQUIPMENT OPERATIONAL, TEST, AND EVALUATION REPORTS | Retain on board.
Destroy when equipment is declared obsolete. |
| 85. | 6. AUDIOVISUAL EQUIPMENT LOGISTICS RECORDS of integrated logistic support plans, operational logistics support plans, equipment training plans, and approvals for service use. | Retain on board.
Destroy when superseded or equipment is declared obsolete. |
| 86. | 7. AUDIOVISUAL EQUIPMENT TECHNICAL MANUALS including maintenance, overhaul, and illustrated parts breakdown, and AV technical bulletins. | Retain on board.
Destroy when superseded or equipment is declared obsolete. |

ITEM
NO.

87. 8. NAVY AUDIOVISUAL EQUIPMENT INVENTORY REPORT (OPNAV form 10700/1).

Destroy when 2 years
old or when all changes,
deletions and additions
have been included on
succeeding NAVAIR Audio-
visual equipment inventory
listing.

88. 9. NAVAL AIR SYSTEMS COMMAND AUDIOVISUAL EQUIPMENT INVENTORY
LISTING.

Destroy when all changes,
deletions and additions
have been included on a
superseding listing.

*Changes agreed to by Margaret Daymude (Navy/OPNAV)
and Robb Storm (NARS/NCD) on November 8, 1983.*