

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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
<i>[Signature]</i> Archivist of the United States

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

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 17 AUG 83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Director, Naval Records and Information Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CHAPTER 10 GENERAL MATERIAL SSIC 10000</p> <p>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.</p>		

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 CHAPTERS

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

SSIC 10000

ITEM  
NO.

GENERAL MATERIAL RECORDS - GENERAL

- |    |   |   |
|----|---|---|
| 1. | 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. | 2. BLUEPRINTS AND DRAWINGS of general equipment and materials items. (See <del>also</del> par. 4121, for <sup>(2)</sup> <i>permanent</i> specification files):  |   |
| 2. | a. <u>Original tracings or drawings (master copies only).</u>   | Destroy when microfilmed and identification and mounting is completed or when no longer needed; whichever is later <del>(GRS 22/31)</del> . |
| 3. | b. <u>Master microfilm negatives.</u>   | Retain on board. Destroy when no longer needed.   |
| 4. | c. <u>Other copies.</u>   | 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.   |

Apply the appropriate SSIC 4121.2  
*[Signature]* 8/9/07 →

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)).

11. a. Navy activities

Destroy when 2 years old.

12. b. Marine Corps Activities

Destroy 3 years after close of fiscal year.

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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 10121

NAVAL 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 10122

OFFICER CLOTHING AND UNIFORM RECORDS

~~See also pars. 1020 and 1070(15)~~

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 10123

OFFICER CANDIDATE CLOTHING AND UNIFORMS RECORDS

16.

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

Destroy when 2 years old.

SSIC 10124

ORGANIZATIONAL 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 10128

RETAIL 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 10130

SHIP 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 10140

EXCHANGE 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 10150

PERSONAL 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.

27. 1. GENERAL CORRESPONDENCE pertaining to <sup>management and utilization of</sup> 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 10220

ITEM  
NO.  
30.

AIR COMPRESSORS AND PUMP RECORDS

Apply par. 10200(1)

SSIC 10230

31.

AIR CONDITIONING AND VENTILATING EQUIPMENT RECORDS

Apply par. 10200(1)

SSIC 10250

CONVEYING 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 10260

33.

ELECTRIC MOTORS AND GENERATOR RECORDS

Apply par. 10200(1)

SSIC 10270

34.

ENGINES (EXCEPT SHIPS AND AIRCRAFT) RECORDS

Apply par. 10200(1)

SSIC 10290

TOOL 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.

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SSIC 10300

MISCELLANEOUS 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. Destroy when 3 years old.
- 37. 2. STRENGTH AND OTHER TEST RECORDS used in construction work by public works activities having continuing research value. Retain on board. Dispose of when no longer needed for administrative purposes.

SSIC 10330

CHEMICAL 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)).
  - a. General correspondence and reports. Destroy when 5 years old.
  - b. Instructions and Notices Destroy when superseded or cancelled.



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No.

SSIC 10340

FUEL 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.

40. 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 ore used as local working papers. Destroy when superseded 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 Apply par. 10340

SSIC 10342

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 material involved is withdrawn from service.

ITEM NO.	<u>SSIC 10343</u>	Apply par. 10340
48. <u>FUEL OILS RECORDS</u>		
	<u>SSIC 10345</u>	
49. <u>FUELING AND FUEL STORAGE EQUIPMENT RECORDS</u>		Apply par. 10340
	<u>SSIC 10350</u>	
50. <u>LUBRICANT RECORDS</u>		Apply par. 10300
	<u>SSIC 10360</u>	
51. <u>PROTECTION AND PRESERVATIVE COATINGS AND COMPOUND RECORDS</u>		Apply par. 10300
	<u>SSIC 10370</u>	
52. <u>BUILDING MATERIAL RECORDS</u>		Apply par. 10300
	<u>SSIC 10380</u>	
53. <u>ELECTRICAL AND ELECTRONIC COMPONENT RECORDS</u>		Apply par. 10300

ITEM NO.	<u>SSIC 10390</u>	Apply par. 10300
54.	<u>ELECTRIC DISTRIBUTION EQUIPMENT RECORDS</u>	
	<u>SSIC 10400</u>	
55.	<u>MOLDS, DIES, JIGS RECORDS</u>	Apply par. 10300
	<u>SSIC 10410</u>	
56.	<u>HARDWARE RECORDS</u>	Apply par. 10300
	<u>SSIC 10420</u>	
57.	<u>BEARING RECORDS</u>	Apply par. 10300
	<u>SSIC 10430</u>	
58.	<u>PLUMBING FIXTURES AND PIPING RECORDS</u>	Apply par. 10300
	<u>SSIC 10440</u>	
59.	<u>HOSE, GASKETS, PACKING RECORDS</u>	Apply par. 10300
	<u>SSIC 10450</u>	
60.	<u>CORDAGE AND WIRE ROPE RECORDS</u>	Apply par. 10300
	<u>SSIC 10460</u>	
	<u>OFFICE EQUIPMENT AND SUPPLIES RECORDS</u>	
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

Apply par. 10300

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

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 10500

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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 10510

INSTRUMENT RECORDS

Apply par. 10300

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

SSIC 10520

FLAGS 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 NAVSEASYSKOM.

- 73. b. Files of Other Offices.

Destroy when 2 years old

SSIC 10550

ELECTRONICS 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 *[Signature]* 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.
82. 3. COPIES OF 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.

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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 Audiovisual 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.*