

## Request for Records Disposition Authority

Records Schedule Number      DAA-NU-2015-0002

Schedule Status      Approved

Agency or Establishment      Department of the Navy

Record Group / Scheduling Group      Navy Undifferentiated

Records Schedule applies to      Agency-wide

Schedule Subject      Telecommunications and Information Technology

Internal agency concurrences will  
be provided      No

Background Information      Department of the Navy Records Schedule 2015 revision - Chapter 2

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
18	5	13	0

GAO Approval

## Outline of Records Schedule Items for DAA-NU-2015-0002

Sequence Number	
1	Chapter 2 - Telecommunications and Information Technology
1.1	2000-1 Policy, Strategy, and Planning: Disposition Authority Number: DAA-NU-2015-0002-0001
1.2	2000-2 OPNAV Communications Centers Disposition Authority Number: DAA-NU-2015-0002-0002
1.3	2000-3 Equipment Planning and Servicing Disposition Authority Number: DAA-NU-2015-0002-0003
1.4	2000-4 Information Loss or Compromise, Major Incident Disposition Authority Number: DAA-NU-2015-0002-0004
1.5	2000-5 Extremely Low Frequency (ELF) Program Disposition Authority Number: DAA-NU-2015-0002-0005
1.6	2000-6 NATO and Allied switched systems Disposition Authority Number: DAA-NU-2015-0002-0006
1.7	2000-7 Communications Program Planning Disposition Authority Number: DAA-NU-2015-0002-0007
1.8	2000-8 Information Loss or Compromise (temporary) Disposition Authority Number: DAA-NU-2015-0002-0008
1.9	2000-9 Telecommunication Program Management Disposition Authority Number: DAA-NU-2015-0002-0009
1.10	2000-10 Telecommunication Systems Planning and Implementation Disposition Authority Number: DAA-NU-2015-0002-0010
1.11	2000-11 Data Standardization Disposition Authority Number: DAA-NU-2015-0002-0011
1.12	2000-12 Radio Frequency Risk Management Disposition Authority Number: DAA-NU-2015-0002-0012
1.13	2000-13 International/Domestic Coordination Disposition Authority Number: DAA-NU-2015-0002-0013
1.14	2000-14 General Correspondence (Information Technology and Communication s) Disposition Authority Number: DAA-NU-2015-0002-0014
1.15	2000-15 General Communications Operations Disposition Authority Number: DAA-NU-2015-0002-0015
1.16	2000-16 Routine Communications Traffic Handling/Processing Disposition Authority Number: DAA-NU-2015-0002-0016
1.17	2000-17 Transient Records

1.18

Disposition Authority Number: DAA-NU-2015-0002-0017

2000-18 COMSEC Material System

Disposition Authority Number: DAA-NU-2015-0002-0018

## Records Schedule Items

Sequence Number					
1	<p><b>Chapter 2 - Telecommunications and Information Technology</b></p> <p>The records described in this chapter relate to the management and operation of all types of communication services, facilities, information technology and systems. They are created or accumulated by departmental bureaus, headquarters Marine Corps and Navy and Marine Corps offices and field activities that exercise management control or formulate and prescribe general communications and information technology policies and procedures and by activities and offices applying these procedures and providing communication and information technology services. Information Technology records describe any technology that helps to produce, manipulate, store, communicate, and/or disseminate information. Included are records that are created by computers and/or systems regarding or involving communications such as cryptology, web site records, satellites, etc. These records are created or accumulated by departmental bureaus, headquarters Marine Corps and Navy and Marine Corps offices and field activities. CIO Information Technology records created via related job duties are included in this chapter. Incorporated are records that document DON-wide IT goals; specify milestones to be achieved; identify performance measures for the DON's IT portfolio; or summarize the underlying principles and approach by which the DON will plan for and manage its IT resources.</p>				
1.1	<p><b>2000-1 Policy, Strategy, and Planning:</b></p> <p>Disposition Authority Number      <b>DAA-NU-2015-0002-0001</b></p> <p>Information relating to the planning and development of telecommunications and information technology programs, policies, procedures, methods, and significant accomplishments. Files retired under this number are from the immediate offices of the commanders named above and from program coordinators and action officers under their command.</p> <p>Final Disposition      <b>Permanent</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>2000-1</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table> <p>GRS or Superseded Authority      <b>N1-NU-89-1 / 2000/1</b></p> <p>Citation</p>	Manual Citation	Manual Title	2000-1	SECNAV M-5210.1
Manual Citation	Manual Title				
2000-1	SECNAV M-5210.1				



N1-NU-89-1 / 2000/3/A  
N1-NU-89-1 / 2000/4/E  
N1-NU-89-1 / 2014/2/A  
N1-NU-89-1 / 2021/1  
N1-NU-89-1 / 2201/1  
N1-NU-89-1 / 2207/1  
N1-NU-89-1 / 2250/1  
N1-NU-89-1 / 2281/1  
N1-NU-89-1 / 2300/1  
N1-NU-89-1 / 2300/3/A  
N1-NU-89-1 / 2316/1/B  
N1-NU-89-1 / 2500/1  
N1-NU-89-1 / 2501/1  
N1-NU-89-1 / 2501/1  
N1-NU-89-1 / 2501/3/A  
N1-NU-89-1 / 2502/2/A  
N1-NU-89-1 / 2510/1  
N1-NU-89-1 / 2510/3/A  
N1-NU-89-1 / 2530/1  
N1-NU-89-1 / 2530/3/A

#### Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 50 year(s) after  
cutoff

#### Additional Information

What will be the date span of the  
initial transfer of records to the  
National Archives?

Unknown  
This schedule revision supersedes various Navy  
schedules.

How frequently will your agency  
transfer these records to the  
National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	2 GB
Paper	20 Cubic feet	5 Cubic feet
Microform		

1.2

**Hardcopy or Analog Special Media**

**2000-2 OPNAV Communications Centers**

Disposition Authority Number **DAA-NU-2015-0002-0002**

**All incoming and outgoing messages received, relayed or sent (by whatever means) by communications centers of CNO; Commander, Pacific Command; and Commander, Atlantic Command.**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation

Manual Title

**2000-2**

**SECNAV M-5210.1**

GRS or Superseded Authority Citation  
**N1-NU-89-1 / 2310/1/A/1  
N1-NU-89-1 / 2310/1/B  
N1-NU-89-1 / 2310/2/A/1  
N1-NU-89-1 / 2310/2/A/3**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is undetermined.**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

Estimated Current Volume

Annual Accumulation

Electronic/Digital	100 GB	50 GB
Paper	100 Cubic feet	10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

### 2000-3 Equipment Planning and Servicing

Disposition Authority Number DAA-NU-2015-0002-0003

Information relating to establishment/disestablishment of communications facilities, major changes to communications systems, interoperability of communication equipment and systems with allied navies, policies and agreements regarding equipment and equipment servicing.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
2000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation  
 N1-NU-89-1 / 2083/1  
 N1-NU-89-1 / 2089/2  
 N1-NU-89-1 / 2206/3/C  
 N1-NU-89-1 / 2506/1  
 N1-NU-89-1 / 2830/2/A  
 N1-NU-89-1 / 2830/5  
 N1-NU-89-1 / 2880/2/A

Disposition Instruction

Cutoff Instruction Cutoff at end of Calendar year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives 25 year(s) after  
cutoff

**Additional Information**

What will be the date span of the  
initial transfer of records to the  
National Archives?

Unknown

This schedule revision supersedes various Navy  
schedules. Initial transfer under new schedule is  
unknown.

How frequently will your agency  
transfer these records to the  
National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	2 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.4

**2000-4 Information Loss or Compromise, Major Incident**

Disposition Authority Number

DAA-NU-2015-0002-0004

Information relating to major instances of loss or compromise of classified  
cryptographic material. All instances of the loss/compromise of classified  
cryptographic material undergo investigation. It is considered a major incident if the  
investigation determines 1) compromise is confirmed, and 2) probability of damage  
to national security cannot be discounted; or 3) significant activity weakness  
is revealed. Also includes any incident indicating a deliberate compromise of  
classified information or possible indications of foreign government or intelligence  
involvement in collection against the United States.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?

No

Manual Citation	Manual Title
2000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation      N1-NU-89-1 / 2212/1/A

#### Disposition Instruction

Cutoff Instruction      Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 50 year(s) after cutoff

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.5

#### 2000-5 Extremely Low Frequency (ELF) Program

Disposition Authority Number      DAA-NU-2015-0002-0005

Information relating to environmental impact on ELF Program and resulting public and congressional interest, at CNO, Naval Computers and Telecommunications Command, and Space and Naval Warfare Systems Command. Records which document the intense public interest in the ELF program, especially concerning health and environmental issues. Includes briefing papers and slides, health studies, congressional correspondence, photographs and press briefings.

Final Disposition      Permanent

Item Status      Active

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
2000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-1 / 2046/1**

#### Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.6

**2000-6 NATO and Allied switched systems**

Disposition Authority Number **DAA-NU-2015-0002-0006**

Information pertaining to NATO and Allied switched systems such as the NATO Integrated Communication System (NICS), Telegraphic Automatic Relay Equipment (TARE), Initial Voice Switching Network (IVSN), the NATO Secure Voice System, etc. These systems handle data traffic and voice traffic.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
2000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-1 / 2072/1

#### Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 15 year(s) after cutoff

#### Additional Information

GAO Approval Not Required

#### 2000-7 Communications Program Planning

Disposition Authority Number DAA-NU-2015-0002-0007

Information relating to planning, programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system to include the approval and authorization of frequency allocations, usage of radio frequencies, and Army/Navy/Air Force/Coast Guard interoperability standards.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

1.7

1.8

Manual Citation	Manual Title
2000-7	SECNAV M-5210.1

GRS or Superseded Authority Citation      N1-NU-89-1 / 2070/1  
    N1-NU-89-1 / 2081/1  
    N1-NU-89-1 / 2083/3  
    N1-NU-89-1 / 2410/1  
    N1-NU-89-1 / 2440/1  
    N1-NU-89-1 / 2830/1

**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of calendar year.  
 Retention Period                      Destroy 10 year(s) after cutoff

**Additional Information**

GAO Approval                      Not Required

**2000-8 Information Loss or Compromise (temporary)**

Disposition Authority Number      DAA-NU-2015-0002-0008

Information relating to major instances of loss or compromise of classified cryptographic material. All instances of the loss/compromise of classified cryptographic material undergo investigation. It is considered a minor incident if investigation determines 1) minimal risk to national security; or 2) no significant command security weakness is found.

Final Disposition                      Temporary  
 Item Status                      Active  
 Is this item media neutral?              Yes  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

Manual Citation	Manual Title
2000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation      N1-NU-89-1 / 2212/1/B

**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of calendar year.  
 Retention Period                      Destroy 10 year(s) after cutoff



1.9

Additional Information

GAO Approval Not Required

2000-9 Telecommunication Program Management

Disposition Authority Number DAA-NU-2015-0002-0009

Information relating to the operation of telecommunications programs [E.G. Extremely Low Frequency (ELF), Defense Telephone Systems (DTS), Command Switch System (CSS), Navy Administrative Telephone System (NATS), Federal Telecommunications Systems (FTS), AUTODIN I and II, AUTOVON/DSN, Fleet/ NATO Broadcast, Wide/Narrow Band programs, and Communication Traffic Analysis]. This includes but is not limited to project case files, resourcing, and general correspondence.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
2000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-89-1 / 2031/1  
N1-NU-89-1 / 2032/1  
N1-NU-89-1 / 2044/1  
N1-NU-89-1 / 2046/2  
N1-NU-89-1 / 2060/1  
N1-NU-89-1 / 2061/1  
N1-NU-89-1 / 2063/1  
N1-NU-89-1 / 2066/1  
N1-NU-89-1 / 2069/1  
N1-NU-89-1 / 2070/3  
N1-NU-89-1 / 2071/1  
N1-NU-89-1 / 2071/2  
N1-NU-89-1 / 2073/1  
N1-NU-89-1 / 2081/3  
N1-NU-89-1 / 2086/1  
N1-NU-89-1 / 2089/1  
N1-NU-89-1 / 2089/4  
N1-NU-89-1 / 2280/1  
N1-NU-89-1 / 2311/1  
N1-NU-89-1 / 2400/1

1.10

N1-NU-89-1 / 2792/2  
N1-NU-89-1 / 2797/1  
N1-NU-89-1 / 2801/1  
N1-NU-89-1 / 2803/1

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year.  
Retention Period Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**2000-10 Telecommunication Systems Planning and Implementation**

Disposition Authority Number DAA-NU-2015-0002-0010

Information relating to the planning, programming, manpower, funding, and procurement or installation of Department of the Navy communication systems.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
2000-10	SECNAV M-5210.1

GRS or Superseded Authority Citation  
N1-NU-89-1 / 2007  
N1-NU-89-1 / 2008  
N1-NU-89-1 / 2010  
N1-NU-89-1 / 2012/1  
N1-NU-89-1 / 2012/2  
N1-NU-89-1 / 2012/3  
N1-NU-89-1 / 2012/4  
N1-NU-89-1 / 2020/1  
N1-NU-89-1 / 2021/2  
N1-NU-89-1 / 2026/3  
N1-NU-89-1 / 2040/1  
N1-NU-89-1 / 2041/1  
N1-NU-89-1 / 2042/1  
N1-NU-89-1 / 2043/1  
N1-NU-89-1 / 2045/1  
N1-NU-89-1 / 2047/1

1.11		N1-NU-89-1 / 2050/1 N1-NU-89-1 / 2051/1 N1-NU-89-1 / 2052/1 N1-NU-89-1 / 2054/1 N1-NU-89-1 / 2804/1				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at end of calendar year.				
	Retention Period	Destroy 5 year(s) after cutoff				
	Additional Information					
	GAO Approval	Not Required				
	<b>2000-11 Data Standardization</b>					
	Disposition Authority Number	DAA-NU-2015-0002-0011				
	Information pertaining to the standardization of data elements in order that identical data in various systems are uniformly identified, defined, coded, and sequenced.					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>2000-11</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	2000-11	SECNAV M-5210.1
	Manual Citation	Manual Title				
2000-11	SECNAV M-5210.1					
1.12	GRS or Superseded Authority Citation	N1-NU-86-3 / 12292/1				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at end of calendar year				
	Retention Period	Destroy 5 year(s) after cutoff				
	Additional Information					
	GAO Approval	Not Required				
	<b>2000-12 Radio Frequency Risk Management</b>					
	Disposition Authority Number	DAA-NU-2015-0002-0012				
	Information relating to the effect of radio frequency energy on personnel, flammable mixtures, ordnance and communications and electronic equipment from					

a hazard standpoint. (Exclude policy and standard procedure records covered by SSIC 5100, Safety and Occupational Health.)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
2000-12	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-1 / 2460/3

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

2000-13 International/Domestic Coordination

Disposition Authority Number DAA-NU-2015-0002-0013

Information relating to interoperability of communications equipment to be sold, leased or loaned, or pertaining to the exchange of communication information between the Navies of Australia, Canada, New Zealand, the United Kingdom and the United States; between the United States and other NATO countries; and between the United States and individual foreign countries (bilateral) and regions; and information relating to the coordination between the military services and the federal government of air traffic control.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

1.13

1.14

Manual Citation	Manual Title
2000-13	SECNAV M-5210.1

GRS or Superseded Authority Citation      N1-NU-89-1 / 2830/2/B  
N1-NU-89-1 / 2830/6  
N1-NU-89-1 / 2830/7  
N1-NU-89-1 / 2830/8

**Disposition Instruction**

Cutoff Instruction      Cutoff at end of calendar year.  
Retention Period      Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval      Not Required

**2000-14 General Correspondence (Information Technology and Communications)**

Disposition Authority Number      DAA-NU-2015-0002-0014

**Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps communications programs.**

Final Disposition      Temporary

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

Manual Citation	Manual Title
2000-14	SECNAV M-5210.1

GRS or Superseded Authority Citation      N1-NU-89-1 / 2000/2  
N1-NU-89-1 / 2013/1  
N1-NU-89-1 / 2014/1  
N1-NU-89-1 / 2015/1  
N1-NU-89-1 / 2016/1  
N1-NU-89-1 / 2030/1  
N1-NU-89-1 / 2060/2  
N1-NU-89-1 / 2070/2  
N1-NU-89-1 / 2074/1  
N1-NU-89-1 / 2080/1  
N1-NU-89-1 / 2081/2  
N1-NU-89-1 / 2089/3

N1-NU-89-1 / 2092/1  
N1-NU-89-1 / 2093/2  
N1-NU-89-1 / 2093/3  
N1-NU-89-1 / 2099/1  
N1-NU-89-1 / 2099/1  
N1-NU-89-1 / 2110/1  
N1-NU-89-1 / 2120/1  
N1-NU-89-1 / 2130/1  
N1-NU-89-1 / 2140/1  
N1-NU-89-1 / 2150/1  
N1-NU-89-1 / 2160/1  
N1-NU-89-1 / 2180/1  
N1-NU-89-1 / 2200/1  
N1-NU-89-1 / 2250/2  
N1-NU-89-1 / 2280/2  
N1-NU-89-1 / 2280/7  
N1-NU-89-1 / 2284/1  
N1-NU-89-1 / 2300/2  
N1-NU-89-1 / 2311/3  
N1-NU-89-1 / 2313  
N1-NU-89-1 / 2320/1  
N1-NU-89-1 / 2321/1  
N1-NU-89-1 / 2322/1  
N1-NU-89-1 / 2340/1  
N1-NU-89-1 / 2341/1  
N1-NU-89-1 / 2342/1/A  
N1-NU-89-1 / 2342/1/B  
N1-NU-89-1 / 2343/1  
N1-NU-89-1 / 2344/1  
N1-NU-89-1 / 2345/1  
N1-NU-89-1 / 2500/2  
N1-NU-89-1 / 2501/2  
N1-NU-89-1 / 2510/2  
N1-NU-89-1 / 2530/2  
N1-NU-89-1 / 2710/1  
N1-NU-89-1 / 2720/1  
N1-NU-89-1 / 2730/1  
N1-NU-89-1 / 2740/1  
N1-NU-89-1 / 2750/1  
N1-NU-89-1 / 2802/1

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Retention Period

Destroy 3 year(s) after cutoff

1.15

Additional Information

GAO Approval Not Required

2000-15 General Communications Operations

Disposition Authority Number DAA-NU-2015-0002-0015

Information relating to general transactions, the day-to-day administration, and operation of communications programs. This includes but is not limited to Satellite Communications Systems, Military Affiliate Radio System, COMSEC equipment installation, COMSEC Material System, communications traffic handling/processing, radio interference, electromagnetic compatibility; Fleet Operational Telecommunications Program (FOTP); Operational Readiness Evaluation (OPE); telecommunications quality monitoring and control; afloat communication support; and the general operation of defense communications systems.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
2000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-89-1 / 2050/2  
N1-NU-89-1 / 2093/1  
N1-NU-89-1 / 2093/4  
N1-NU-89-1 / 2206/1/A  
N1-NU-89-1 / 2206/1/B  
N1-NU-89-1 / 2206/1/C  
N1-NU-89-1 / 2206/2/A  
N1-NU-89-1 / 2206/2/B  
N1-NU-89-1 / 2206/2/C  
N1-NU-89-1 / 2206/3/A  
N1-NU-89-1 / 2206/3/B  
N1-NU-89-1 / 2206/3/B/1  
N1-NU-89-1 / 2206/3/B/2  
N1-NU-89-1 / 2210/1  
N1-NU-89-1 / 2280/10  
N1-NU-89-1 / 2280/3/C  
N1-NU-89-1 / 2280/3/J  
N1-NU-89-1 / 2280/3/K  
N1-NU-89-1 / 2310/3/A/2

N1-NU-89-1 / 2310/3/A/3  
N1-NU-89-1 / 2210/3/A/7  
N1-NU-89-1 / 2310/4/B  
N1-NU-89-1 / 2310/5/A/2  
N1-NU-89-1 / 2310/5/A/3  
N1-NU-89-1 / 2310/5/A/7  
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N1-NU-89-1 / 2316/1/A  
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N1-NU-89-1 / 2400/3  
N1-NU-89-1 / 2410/2/B  
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N1-NU-89-1 / 2420/2  
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N1-NU-89-1 / 2450/2  
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N1-NU-89-1 / 2023/2  
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N1-NU-89-1 / 2026/2  
N1-NU-89-1 / 2083/2  
N1-NU-89-1 / 2095/1  
N1-NU-89-1 / 2096/1  
N1-NU-89-1 / 2097/1  
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N1-NU-89-1 / 2880/1

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year.  
Retention Period Destroy 3 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

1.16

**2000-16 Routine Communications Traffic Handling/Processing**

Disposition Authority Number DAA-NU-2015-0002-0016

Includes routine communications traffic handling/processing such as naval messages received/sent.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
2000-16	SECNAV M-5210.1

GRS or Superseded Authority Citation  
N1-NU-89-1 / 2092/2  
N1-NU-89-1 / 2093/5  
N1-NU-89-1 / 2099/2  
N1-NU-89-1 / 2310/3/A/1  
N1-NU-89-1 / 2310/3/A/5  
N1-NU-89-1 / 2310/3/A/6

N1-NU-89-1 / 2310/3/A/8  
N1-NU-89-1 / 2310/3/A/9  
N1-NU-89-1 / 2310/3/B/1  
N1-NU-89-1 / 2310/3/B/2  
N1-NU-89-1 / 2310/3/C  
N1-NU-89-1 / 2310/4/A  
N1-NU-89-1 / 2310/4/C  
N1-NU-89-1 / 2310/4/D  
N1-NU-89-1 / 2310/4/E  
N1-NU-89-1 / 2310/4/F  
N1-NU-89-1 / 2310/4/G  
N1-NU-89-1 / 2310/5/A/1  
N1-NU-89-1 / 2310/5/A/5  
N1-NU-89-1 / 2310/5/A/6  
N1-NU-89-1 / 2310/5/A/8  
N1-NU-89-1 / 2310/5/A/9  
N1-NU-89-1 / 2310/5/B/2  
N1-NU-89-1 / 2310/6/A  
N1-NU-89-1 / 2311/2/A  
N1-NU-89-1 / 2325/1  
N1-NU-89-1 / 2790/2

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Retention Period

6 months after cutoff.

Additional Information

GAO Approval

Not Required

1.17

2000-17 Transient Records

Disposition Authority Number

DAA-NU-2015-0002-0017

Information related to information management and telecommunications that has minimal or no documentary or evidential value. Includes routine communications traffic handling/processing such as naval messages received/sent.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Manual Citation

Manual Title

2000-17	SECNAV M-5210.1
GRS or Superseded Authority Citation	N1-NU-89-1 / 2280/3/B N1-NU-89-1 / 2280/3/D N1-NU-89-1 / 2280/3/E/1 N1-NU-89-1 / 2280/3/G N1-NU-89-1 / 2280/3/H N1-NU-89-1 / 2280/4/A N1-NU-89-1 / 2280/4/B N1-NU-89-1 / 2280/9 N1-NU-89-1 / 2310/6/C N1-NU-89-1 / 2310/6/D N1-NU-89-1 / 2310/6/E N1-NU-89-1 / 2310/6/F N1-NU-89-1 / 2251/1 N1-NU-89-1 / 2252/1
Disposition Instruction	
Cutoff Instruction	Cutoff at end of calendar year.
Retention Period	6 months after cutoff.
Additional Information	
GAO Approval	Not Required
2000-18 COMSEC Material System	
Disposition Authority Number	DAA-NU-2015-0002-0018
Information relating to COMSEC Material System and the accounting, distribution, and stowage of COMSEC material.	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
Manual Citation	Manual Title
2000-18	SECNAV M-5210.1

1.18

	GRS or Superseded Authority Citation	N1-NU-89-1 / 2280/11 N1-NU-89-1 / 2280/3/A N1-NU-89-1 / 2280/3/F N1-NU-89-1 / 2280/3/I N1-NU-89-1 / 2280/3/M N1-NU-89-1 / 2280/5 N1-NU-89-1 / 2282/1 N1-NU-89-1 / 2283/1 N1-NU-89-1 / 2285/1
	Disposition Instruction	
	Retention Period	Destroy or delete following COMSEC procedures.
	Additional Information	
	GAO Approval	Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
08/21/2015	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/01/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/15/2016	Submit For Certification	Brent Dockter	Records Management Analyst	Chief of Naval Operations staff - DNS-5
03/15/2016	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
06/21/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/29/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
2000	Telecommunications and Information Technology:	<p>The records described in this chapter relate to the management and operation of all types of communication services, facilities, information technology and systems. They are created or accumulated by departmental bureaus, headquarters Marine Corps and Navy and Marine Corps offices and field activities that exercise management control or formulate and prescribe general communications and information technology policies and procedures and by activities and offices applying these procedures and providing communication and information technology services.</p> <p>Information Technology records describe any technology that helps to produce, manipulate, store, communicate, and/or disseminate information. Included are records that are created by computers and/or systems regarding or involving communications such as cryptology, web site records, satellites, etc. These records are created or accumulated by departmental bureaus, headquarters Marine Corps and Navy and Marine Corps offices and field activities. CIO Information Technology records created via related job duties are included in this chapter.</p> <p>Incorporated are records that document DON-wide IT goals; specify milestones to be achieved; identify performance measures for the DON's IT portfolio; or summarize the underlying principles and approach by which the DON will plan for and manage its IT resources.</p>	N/A	N/A	x	N/A	N/A

2000-1	Policy, Strategy and Planning:	Information relating to the planning and development of telecommunications and information technology programs, policies, procedures, methods, and significant accomplishments. Files retired under this number are from the immediate offices of the commanders named above and from program coordinators and action officers under their command.		<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 50 years after cutoff.</b>	x		
2000.1	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	1. PRIMARY PROGRAM CORRESPONDENCE. FILES OF THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV) (N6), COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND (NCTC), AND COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND. Files include correspondence, studies, and reports that document the planning and development of telecommunications programs, policies, procedures, methods, and significant accomplishments. Files retired under this number are from the immediate offices of the commanders named above and from program coordinators and action officers under their command. (For routine, general correspondence documenting the day to day administration of these headquarters. use subparagraph 2000.2.)		Permanent. Retire to the Washington National Records Center (WNRC) when 10 years old. Transfer to the National Archives and Records Administration (NARA) when 20 years old.	p	N1-NU-89-1 / 2000/1	
2000.3a	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	3. TELECOMMUNICATIONS PUBLICATIONS AND INSTRUCTIONS. a. Records set. (One copy of each publication originated by cognizant activity.)		Permanent. Transfer to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2000/3/A	
2000.4a	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	4. TELECOMMUNICATIONS PLANS ISSUED BY ECHELON 1 (CHIEF OF NAVAL OPERATIONS (CNO)) AND ECHELON 2 (COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND, COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, AND FLEET CINCS). a. Record copy. (One copy of each plan originated by cognizant activity.)		Permanent. Transfer to nearest FRC when superseded, cancelled, or no longer needed for reference, whichever is later. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2000/4/E	
2014.2a	2. CONTINGENCY PLANS.	a. Record copy.		Permanent. Retire to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2014/2/A	
2021.1	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEMS (WWMCCS) RECORDS	1. PRIMARY PROGRAM RECORDS. Records accumulated by CNO and Commander, Space and Naval Warfare Systems Command relating to preparing, coordinating, issuing, and interpreting policy matters related to fulfilling the functions of communications command and control. Documents related to formulation of policy on general purpose radio navigation, and the application of automatic data processing (ADP) technology to the command control systems, and guidelines for the design and operation of the WWMCCS. These are files unique to the Department of the Navy and not duplicates of records held by DISA. (Data bases that are products of the WWMCCS system are filed under the appropriate SSIC in Chapter 3 of this manual.)		Permanent. Retire to WNRC when 5 years old. Transfer to National Archives when 20 years old.	p	N1-NU-89-1 / 2021/1	
2201.1	COMMUNICATIONS SECURITY (COMSEC) RECORDS. POLICY AND DOCTRINE	1. Primary program correspondence accumulated by Commander, Naval Security Group relating to communications security within the Department of the Navy including plans, doctrine programming and guidance developed by naval security agency (nsa) and the cno and development and promulgation of procedural instructions applicable to the Department Of The Navy's communications materials security.		Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5-year blocks thereof will then be transferred to NARA through appropriate channels.	p	N1-NU-89-1 / 2201/1	
2207.1	OPERATING AND MAINTENANCE MANUALS	1. Record copy maintained by program sponsor.		Permanent. Transfer to NARA per SSIC 2201.	p	N1-NU-89-1 / 2207/1	

2250.1	CRYPTOGRAPHIC EQUIPMENT, GENERAL	1. PRIMARY PROGRAM RECORDS relating to policy and procedures regarding cryptographic equipment.		Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire record series of 5 year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5 year blocks thereof, will then be transferred to NARA through appropriate channels.	p	N1-NU-89-1 / 2250/1	
2281.1	POLICY, PLANS AND PROCEDURES	1. Records relating to development and implementation of plans, policy, procedures, doctrine, programming and guidance both internal and external to the Communications Security Material System, accumulated at the Office of the Director, CMS and at the CNO level. Includes records relating to liaison and coordination matters and development and issuance of procedural instructions applicable to communications security.		Permanent. Retire to: Commander, Naval Security Group Activity Attn: N14-Archives 9800 Savage Road, Suite 6585 Fort George G. Meade, MD 20755 when 2 years old. Transfer to NARA entire records series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA through appropriate channels.	p	N1-NU-89-1 / 2281/1	
2300.1	GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS	1. FILES OF OPNAV (N6), Space And Naval Warfare Systems Command and The Naval Computer and Telecommunications Command. Files include studies and reports that document the planning and development of telecommunications programs, policies, procedures, methods and significant accomplishment. (For routine general correspondence documenting the day-to-day administration of communications methods and procedures, use SSIC 2300.2.)		Permanent. Retire to the WNRC when 10 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2300/1	
2300.3a	GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS	2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices. a. Record set.		Permanent. Apply SSIC 2000.3.	p	N1-NU-89-1 / 2300/3/A	
2316.1b	TRAFFIC STATISTICAL DATA RECORDS	1. Records filed at NCTC concerning trends and statistics for message traffic volumes, manual intervention rates and availabilities and reliabilities for the principal Department of the Navy message handling systems. Includes statistics on AUTODIN volumes. b. Naval Telecommunications System Performance annual report compiled from input reports.		Permanent. Retire to FRC when 10 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2316/1/B	
2500.1	SI COMMUNICATIONS RECORDS – GENERAL	1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, Commander, Naval Security Group (COMNAVSECGRU), Director, Office of Naval Intelligence and flag level headquarters, such as memoranda, letters, messages, reports and attachments, documenting high level Department of the Navy SI communications policy.		Permanent. Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA.	p	N1-NU-89-1 / 2500/1	
2501.1	SI COMMUNICATIONS PLANNING AND MANAGEMENT	1. PRIMARY PROGRAM RECORDS. Records relating to the Navy's policy and doctrine regarding SI communications planning at OPNAV, COMNAVSECGRU, Director, Office of Naval Intelligence and flag level headquarters		Permanent. Transfer to NARA per par. 2500.1.	p	N1-NU-89-1 / 2501/1	
2501.3a	SI COMMUNICATIONS PLANNING AND MANAGEMENT	3. PLANS. a. Record copy of Navy-originated plans.		Permanent. Transfer to NARA per para. 2500.1.	p	N1-NU-89-1 / 2501/3/A	

2502.2a	SI COMMUNICATION PROCEDURES	2. PUBLICATIONS. a. Official record copy developed by program sponsor.		Permanent. Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA.	p	N1-NU-89-1 / 2502/2/A	
2510.1	SI COMMUNICATIONS SYSTEMS - GENERAL	1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, COMNAVSECGRU, flag level headquarters and the office of program sponsor. Includes: plans for installation and concepts of operations; records relating to actual installation and concepts of operations, and records relating to actual installation schedules and system obsolescence and removal. For routine administrative correspondence at these commands, use paragraph 2510.2.		Permanent. Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA.	p	N1-NU-89-1 / 2510/1	
2510.3a	SI COMMUNICATIONS SYSTEMS - GENERAL	3. PUBLICATIONS. a. Official record copy developed by program sponsor.		Permanent. Apply para. 2510.1.	p	N1-NU-89-1 / 2510/3/A	
2530.1	SI TACTICAL COMMUNICATIONS - GENERAL	1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, COMNAVSECGRU, flag headquarters and the office of program sponsor. Includes plans for installation, concept of operations and records relating to actual installation schedules and systems obsolescence and removal. For routine administrative correspondence at these commands, use SSIC subparagraph 2530.2.		Permanent. Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records, or 5-year blocks thereof, will then be transferred to NARA.	p	N1-NU-89-1 / 2530/1	
2530.3a	SI TACTICAL COMMUNICATIONS - GENERAL	3. PUBLICATIONS. a. Official record copy developed by program sponsor.		Permanent. Apply SSIC subparagraph 2530.1.	p	N1-NU-89-1 / 2530/3/A	
2000-2	OPNAV Communications Centers:	All incoming and outgoing messages received, relayed or sent (by whatever means) by communications centers of CNO; Commander, Pacific Command; and Commander, Atlantic Command.		<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.</b>	x		
2310.1a(1)	TRAFFIC HANDLING/PROCESSING RECORDS	1. OPNAV COMMUNICATIONS CENTER. a. All incoming and outgoing messages received, relayed or sent (by whatever means) by CNO. (1) Silver halide microform message files arranged in date time group order.		Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2310/1/A/1	
2310.1b	TRAFFIC HANDLING/PROCESSING RECORDS	1. OPNAV COMMUNICATIONS CENTER. b. Microform index to OPNAV message files showing date time group, originator, classification, special handling instructions and location on the microform.		PERMANENT. Cut off annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2310/1/B	
2310.2a(1)	TRAFFIC HANDLING/PROCESSING RECORDS	2. COMMANDER IN CHIEF U.S. PACIFIC COMMAND (USCINCPAC) and COMMANDER IN CHIEF U.S. ATLANTIC COMMAND (USACOM) COMMUNICATIONS CENTERS. a. All incoming and outgoing messages received, relayed, or sent (by whatever means) by USCINCPAC and CINCUSACOM that are identified under SSIC's 3000 to 3999 (Operations and Readiness subjects) and SSIC's 4900 to 4960 (Foreign Military Assistance and Mutual Security Programs). (1) Microform copy.		Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2310/2/A/1	



2310.2a(3)	TRAFFIC HANDLING/PROCESSING RECORDS	2. COMMANDER IN CHIEF U.S. PACIFIC COMMAND (USCINCPAC) and COMMANDER IN CHIEF U.S. ATLANTIC COMMAND (USACOM) COMMUNICATIONS CENTERS. a. All incoming and outgoing messages received, relayed, or sent (by whatever means) by USCINCPAC and CINCUSACOM that are identified under SSIC's 3000 to 3999 (Operations and Readiness subjects) and SSIC's 4900 to 4960 (Foreign Military Assistance and Mutual Security Programs). (3) Indexes to microform message files.		Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2310/2/A/3	
2000-3	Equipment Planning and Servicing:	Information relating to establishment/disestablishment of communications facilities, major changes to communications systems, interoperability of communication equipment and systems with allied navies, policies and agreements regarding equipment and equipment servicing.		<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.</b>	x		
2083.1	SUBMARINE BROADCAST RECORDS	1. MULTICHANNEL AND SINGLE CHANNEL PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities which support fleet submarine broadcasts or a change in the broadcast alignment or control.		Permanent. Retire to FRC when 4 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2083/1	
2089.2	NATO BROADCAST COMMUNICATIONS RECORDS	2. MULTICHANNEL, SINGLE CHANNEL, AND NATO PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcasts.		Permanent. Retire to FRC when 4 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2089/2	
2206.3c	COMSEC EQUIPMENT INSTALLATION	3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current COMSEC equipment. Changes to existing configurations due to planned upgrading of communications systems. (See SSIC 4720 also.) c. Equipment Modifications - Major changes to systems components that have a significant impact on programs.		Permanent. Transfer to NARA per SSIC 2201.	p	N1-NU-89-1 / 2206/3/C	
2506.1	SI COMMUNICATIONS EQUIPMENT AND CONFIGURATION CONTROL RECORDS	1. MINUTES of board meetings and supporting technical documents, including wiring diagrams and blueprints.		Permanent. Transfer to NARA per para. 2500.1.	p	N1-NU-89-1 / 2506/1	
2830.2a	GENERAL COMMUNICATION CONSOLIDATION RECORDS	2. AUS-CAN-NZ-UK-US; NATO; AND BILATERAL/REGIONAL INTEROPERABILITY RECORDS. Records pertaining to interoperability of communications equipment to be sold, leased or loaned, or pertaining to the exchange of communication information between the Navies of Australia, Canada, New Zealand, the United Kingdom and the United States; between the United States and other NATO countries; and between the United States and individual foreign countries (bilateral) and regions. These are not FMS records (see SSIC 4920). a. Records concerning interoperability policy and programs.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	p	N1-NU-89-1 / 2830/2/A	
2830.5	GENERAL COMMUNICATION CONSOLIDATION RECORDS	5. AGREEMENTS AND MEMORANDA OF UNDERSTANDING CONCERNING CROSS SERVICING OF TELECOMMUNICATIONS. These policy records relate to inter-service, inter-agency and Allied agreements.		Permanent. Retire to WNRC when 10 years old. Transfer to NARA when 25 years old.	p	N1-NU-89-1 / 2830/5	
2880.2a	TELECOMMUNICATIONS OPERATING REQUIREMENTS (TELCOR) RECORDS.	2. TELCOR SUMMARY. a. Master copy filed at NCTC.		Permanent. Transfer to NARA 25 years after superseded.	p	N1-NU-89-1 / 2880/2/A	
2000-4	Information Loss or Compromise (permanent):	Information relating to major instances of loss or compromise of classified cryptographic material; major violations, including espionage.		<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 50 years after cutoff.</b>	x		
2212.1a	LOSS OR COMPROMISE	1. Records relating to loss or compromise of classified cryptographic material. a. Major violations, including espionage.		Permanent. Transfer to NARA per SSIC 2201.	p	N1-NU-89-1 / 2212/1/A	
2000-5	Extremely Low Frequency (ELF) Program	Information relating to environmental impact on ELF Program and resulting public and congressional interest, at CNO, Naval Computers and Telecommunications Command, and Space and Naval Warfare Systems Command. Records which document the intense public interest in the ELF program, especially concerning health and environmental issues. Includes briefing papers and slides, health studies, congressional correspondence, photographs and press briefings.		<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 20 years after cutoff.</b>	x		
2046.1	EXTREMELY LOW FREQUENCY (ELF) (SUCCESSOR TO SEAFARER, SHELF, SANGUINE)	1. RECORDS relating to environmental impact on ELF Program and resulting public and congressional interest, at CNO, Naval Computers and Telecommunications Command, and Space and Naval Warfare Systems Command. Records which document the intense public interest in the ELF program, especially concerning health and environmental issues. Includes briefing papers and slides, health studies, congressional correspondence, photographs and press briefings.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2046/1	
2000-6	NATO and Allied switched systems:	Information pertaining to NATO and Allied switched systems such as the NATO Integrated Communication System (NICS), Telegraphic Automatic Relay Equipment (TARE), Initial Voice Switching Network (IVSN), the NATO Secure Voice System, etc. These systems handle data traffic and voice traffic.		<b>TEMPORARY: Cutoff at end of calendar year. Destroy 15 years after cutoff.</b>	x		
2072.1	NORTH ATLANTIC TREATY ORGANIZATION (NATO)/ALLIED SYSTEMS RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to NATO and Allied switched systems such as the NATO Integrated Communication System (NICS), Telegraphic Automatic Relay Equipment (TARE), Initial Voice Switching Network (IVSN), the NATO Secure Voice System, etc. These systems handle data traffic and voice traffic. (Exclude primary program correspondence covered by 2000.1.)		Transfer to FRC when 5 years old. Destroy when 15 years old.	30	N1-NU-89-1 / 2072/1	
2000-7	Communications Program Planning:	Information relating to planning, programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system to include the approval and authorization of frequency allocations, usage of radio frequencies, and Army/Navy/Air Force/Coast Guard interoperability standards.	Trigger(s)	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.</b>	x		
2070.1	SWITCHED SYSTEMS-NETWORKS RECORDS-GENERAL	1. PLANNING RECORDS. General correspondence pertaining to planning for establishing or disestablishing automatic digital network (AUTODIN) automatic switching centers (ASC) and AUTODIN computers and software.		Retain on board. Destroy when 10 years old.	10	N1-NU-89-1 / 2070/1	
2081.1	FLEET BROADCAST RECORDS	1. MULTICHANNEL, AND SINGLE CHANNEL PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcast or a change in the broadcast alignment or control. (Exclude primary program records covered by 2000.1.)		Transfer to FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-1 / 2081/1	
2083.3	SUBMARINE BROADCAST RECORDS	3. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.		Retain on board. Transfer to FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-1 / 2083/3	

2410.1	ALLOCATION/ASSIGNMENT RECORDS	1. ALLOCATION RECORDS. Records documenting the application, coordination, approval and authorization of frequency allocations for operational use of telecommunication equipment and systems.		Transfer to WNRC on revocation of allocation. Destroy 10 years after revocation.	10	N1-NU-89-1 / 2410/1	
2440.1	USAGE RECORDS	1. Frequency Usage Records. Records of actual usage of radio frequencies.		Destroy when 10 years old.	10	N1-NU-89-1 / 2440/1	
2830.1	GENERAL COMMUNICATION CONSOLIDATION RECORDS	1. JOINT STANDARDS AND INTEROPERABILITY RECORDS. Records pertaining to standards of interoperability among Army, Navy, Air Force and Coast Guard.		Retire to WNRC when 3 years old. Destroy when 10 years old.	10	N1-NU-89-1 / 2830/1	

<b>2000-8</b>	<b>Information Loss or Compromise (temporary):</b>	Information relating to major instances of loss or compromise of classified cryptographic material; minor violations.	Trigger(s)	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.</b>	x		
2212.1b	LOSS OR COMPROMISE	1. Records relating to loss or compromise of classified cryptographic material. b. All other violations.		Destroy when 10 years old or when no longer needed, whichever is later.	10	N1-NU-89-1 / 2212/1/B	moved up to be with like records

<b>2000-9</b>	<b>Telecommunication Program Management:</b>	Information relating to the operation of telecommunications programs [E.G. Extremely Low Frequency (ELF), Defense Telephone Systems (DTS), Command Switch System (CSS), Navy Administrative Telephone System (NATS), Federal Telecommunications Systems (FTS), AUTODIN I and II, AUTOVON/DSN, Fleet/NATO Broadcast, Wide/Narrow Band programs, and Communication Traffic Analysis]. This includes but is not limited to project case files, resourcing, and general correspondence.	Trigger(s)	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.</b>	x		<b>[\$] Common across chapters. Need a common description for each.</b>
2031.1	WIDE BAND RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine operational and administrative files on wide band planning, operations and resources. (Exclude primary program records covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2031/1	
2032.1	NARROW BAND RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine operational and administrative files on narrow band planning, operations and resources. (Exclude primary program records covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2032/1	
2044.1	TACAMO (TAKE CHARGE AND MOVE OUT)	1. GENERAL CORRESPONDENCE FILES. Routine records relating to survivable airborne communications links between national command authority and deployed ballistic missile submarines.		Destroy when 5 years old.	7	N1-NU-89-1 / 2044/1	
2046.2	EXTREMELY LOW FREQUENCY (ELF) (SUCCESSOR TO SEAFARER, SHELF, SANGUINE)	2. GENERAL CORRESPONDENCE FILES. Routine files at the above commands and at all other commands pertaining to administration, resources and operations.		Destroy when 5 years old.	7	N1-NU-89-1 / 2046/2	
2060.1	TELEPHONE SYSTEMS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to planning, operations and resources. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2060/1	
2061.1	DEFENSE TELEPHONE SYSTEMS (DTS)	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to Department of the Navy planning, resources and operations.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2061/1	
2063.1	COMMAND SWITCH SYSTEM (CSS)	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to Department of the Navy planning, resources and operations.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2063/1	
2066.1	NAVY ADMINISTRATIVE TELEPHONE SYSTEM (NATS)	1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2066/1	
2069.1	FEDERAL TELECOMMUNICATIONS SYSTEMS (FTS)	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to Department of the Navy planning, resources and operations.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2069/1	
2070.3	SWITCHED SYSTEMS-NETWORKS RECORDS-GENERAL	3. RESOURCES RECORDS. General correspondence pertaining to the manpower and funding of AUTODIN switching centers.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2070/3	
2071.1	AUTODIN I/AUTODIN II RECORDS	1. INTEGRATED AUTODIN SYSTEM ARCHITECTURE (IASA) RECORDS. Records pertaining to AUTODIN system architecture.		Destroy when 5 years old.	7	N1-NU-89-1 / 2071/1	
2071.2	AUTODIN I/AUTODIN II RECORDS	2. AUTODIN I RECORDS. Records pertaining to worldwide AUTODIN I planning, operations and resources.		Destroy when 5 years old.	7	N1-NU-89-1 / 2071/2	
2073.1	AUTOVON/DSN	1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans, operations, and resources for automated voice network (AUTOVON)/Defense Switched Network (DSN). Includes records on implementation of all AUTOVON/DSN systems.		Destroy when 5 years old.	7	N1-NU-89-1 / 2073/1	
2081.3	FLEET BROADCAST RECORDS	3. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2081/3	
2086.1	ANTI-SUBMARINE WARFARE (ASW) (VP) BROADCAST RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to all planning, operations, and resources with respect to ASW (VP) broadcast systems, circuit connectivity or alignment. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2086/1	
2089.1	NATO BROADCAST COMMUNICATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, operations, and resources with respect to broadcast systems, circuit connectivity or alignment.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2089/1	
2089.4	NATO BROADCAST COMMUNICATIONS RECORDS	4. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system.		Destroy when 5 years old.	7	N1-NU-89-1 / 2089/4	
2280.1	COMSEC MATERIAL SYSTEM, GENERAL	1. ROUTINE CORRESPONDENCE concerning COMSEC Material System (CMS) accounts filed in Office of the Director, CMS.		Transfer to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 2075 when CMS Account is closed. Destroy 5 years after closure.	7	N1-NU-89-1 / 2280/1	
2311.1	TRAFFIC ANALYSIS/ENGINEERING RECORDS	1. TRAFFIC ENGINEERING RECORDS. Records pertaining to the development of message flow schemes between ships and shore stations. Files include order wires and interfaces between satellite and non-satellite commercial and Allied systems. These records are used for design or engineering purposes and pertain to the management of the flow of message traffic.		Destroy when 5 years old.	7	N1-NU-89-1 / 2311/1	
2400.1	GENERAL MANAGEMENT RECORDS	1. GENERAL SPECTRUM MANAGEMENT RECORDS. Records pertaining to the electromagnetic spectrum.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2400/1	
2792.2	PRIMARY SUPPORT STATION (NAVAL COMMUNICATIONS STATIONS AND NAVAL COMMUNICATIONS UNITS) RECORDS	2. PRIMARY/SECONDARY SHIP/SHORE SYSTEM RECORDS. Records pertaining to the planning, operation and resources in support of the primary/secondary ship/shore communication system.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2792/2	

2797.1	HIGH COMMAND (HICOM) RECORDS	1. HICOM COMMUNICATIONS NETS RECORDS. Records pertaining to planning for changes in configuration to OPNAV or fleet commander HICOM nets, its operations, programming, funding and maintenance of the system. (Exclude primary program records covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2797/1	
2801.1	SUBSYSTEM PROJECT PLAN (SPP) RECORDS	1. GENERAL CORRESPONDENCE FILE. Files pertaining to major telecommunications subsystems which require separate approval and funding from the parent program. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2801/1	
2803.1	MASTER INSTALLATION INFORMATION PLAN (MIIP) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files prepared by major claimants for subordinate activities listing projects to be implemented. (Exclude primary program records covered by 2000.1.)		Destroy when 5 years old or superseded, whichever is later.	7	N1-NU-89-1 / 2803/1	

2000-10	Telecommunication Systems Planning and Implementation:	Information relating to the planning, programming, manpower, funding, and procurement or installation of Department of the Navy communication systems.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	x		
2007	TELECOMMUNICATIONS RECORDS	CIRCUIT MAYFLOWER (AND SUCCESSOR PROGRAM TITLES) RECORDS. GENERAL CORRESPONDENCE FILES. Routine administrative files concerning testing, maintenance, training and operations of these submarine communications. (Exclude policy files of the program manager and primary program correspondence covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2007	
2008	TELECOMMUNICATIONS RECORDS	CLARINET MERLIN (AND SUCCESSOR PROGRAM TITLES) RECORDS GENERAL CORRESPONDENCE FILES. Operational, administrative, and training files pertaining to Clarinet Merlin submarine communications. (Exclude policy files of the program manager and primary program correspondence covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2008	
2010	TELECOMMUNICATIONS RECORDS	SPECIAL SYSTEMS/NETWORKS (IN GENERAL) RECORDS GENERAL CORRESPONDENCE FILES. Files pertaining to special systems and networks in general, not covered under specific SSICs. (Exclude primary program records and program manager records covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2010	
2012.1	TACTICAL NET RECORDS	1. COMMAND AND CONTROL (C2), FLEET FLASH NET (FFN), AND FLEET TELETYPE CONFERENCE NET (FTCN) PLANNING RECORDS. Records pertaining to all plans for tactical nets between ships, aircraft, and shore stations. (Exclude primary program records covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2012/1	
2012.2	TACTICAL NET RECORDS	2. TACTICAL NET OPERATIONS RECORDS. Records pertaining to operation of tactical nets between ships, aircraft, and shore stations.		Destroy when 5 years old.	7	N1-NU-89-1 / 2012/2	
2012.3	TACTICAL NET RECORDS	3. TACTICAL NET RESOURCES RECORDS. Records pertaining to the programming of manpower and funds and procurement and installation of equipment supporting tactical communications.		Destroy when 5 years old.	7	N1-NU-89-1 / 2012/3	
2012.4	TACTICAL NET RECORDS	4. PROJECT IMPLEMENTATION RECORDS. Records pertaining to all tactical (ashore and afloat) systems that are planned, programmed, budgeted and ready for implementation. These records concern the installation and circuit test and acceptance of tactical telecommunications systems.		Destroy when 5 years old.	7	N1-NU-89-1 / 2012/4	
2020.1	GENERAL AUTOMATED SYSTEMS RECORDS	1. PROJECT IMPLEMENTATION RECORDS. Records pertaining to all automated telecommunications systems that are planned, programmed, budgeted, and ready for implementation, that are not filed under specific programs. (Exclude primary program correspondence covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2020/1	
2021.2	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEMS (WWMCCS) RECORDS	2. GENERAL CORRESPONDENCE FILES. Files of all other offices concerning the WWMCCS system; funding of hardware and software for Department of the Navy supported sites; and logistic support, architecture, and manpower for the WWMCCS site, includes duplicates of reports, correspondence and other documents held by DISA.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2021/2	
2026.3	RECORDS PERTAINING TO SHORE AUTOMATED SYSTEMS	3. AUTOMATED SYSTEMS RESOURCES RECORDS. Records pertaining to the programming of manpower, funding and procurement or installation of shore automated communication systems.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2026/3	
2040.1	STRATEGIC SYSTEMS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program correspondence covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2040/1	
2041.1	MINIMUM ESSENTIAL EMERGENCY COMMUNICATIONS NETWORK (MEECN)	1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations that duplicate DISA files or are of a routine, administrative, facilitative or operational nature. (Exclude primary program correspondence relating to Navy participation in this network covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2041/1	
2042.1	IMPROVED EMERGENCY MESSAGE AUTOMATIC TELETYPE SYSTEM (IEMATS)	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to planning, resources and operations of this piece of hardware that seizes fixed broadcasts and transmits emergency action messages.		Destroy when 5 years old.	7	N1-NU-89-1 / 2042/1	
2043.1	JCS ALERTING NET (JCSAN)	1. GENERAL CORRESPONDENCE FILES. Routine, facilitative files pertaining to Department of the Navy planning and resources for implementation and operations.		Destroy when 5 years old.	7	N1-NU-89-1 / 2043/1	
2045.1	AIRBORNE NATIONAL COMMAND POST (ABNCP)	1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2045/1	
2047.1	VERDIN	1. GENERAL CORRESPONDENCE FILES relating to this VLF receiving and transmitting system that processes message traffic to be utilized by submarines and aircraft. Records that relate to planning, resources, routine operations and administration of this system. (Exclude primary program records covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2047/1	
2050.1	SATELLITE COMMUNICATIONS (SATCOM) SYSTEMS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to routine usage, planning, operations, testing, access and assignment and resources. (Exclude primary program records covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2050/1	
2051.1	ASHORE SATCOM SYSTEMS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2051/1	
2052.1	AFLOAT SATCOM SYSTEMS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2052/1	
2054.1	SATELLITE NAVIGATION SYSTEMS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources and operations. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2054/1	
2804.1	BASIC ELECTRONICS SYSTEM ENGINEERING PLAN (BESEP) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files and records of BESEPs prepared by Commander Space and Naval Warfare Systems Command (COMSPAWARSYSCOM) field activities on telecommunications projects.		Destroy when 5 years old or superseded, whichever is later.	7	N1-NU-89-1 / 2804/1	

2000-11	Data Standardization:	Information pertaining to the standardization of data elements in order that identical data in various systems are uniformly identified, defined, coded, and sequenced.		TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	x		moved to ch. 2 for function
12292.1	PERSONNEL DATA STANDARDIZATION RECORDS	1. Records Pertaining to the Standardization of Data Elements in Order that Identical Data in Various Systems are Uniformly Identified, Defined, Coded and Sequenced.		Retain on board. Destroy when 5 years old or superseded, whichever is earlier.	7	N1-NU-86-3 / 12292/1	



2000-12	Radio Frequency Risk Management:	Information relating to the effect of radio frequency energy on personnel, flammable mixtures, ordnance and communications and electronic equipment from a hazard standpoint. (Exclude policy and standard procedure records covered by SSIC 5100, Safety and Occupational Health.)	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 6 years after cutoff.	x		
2460.3	GENERAL FREQUENCY SOUNDERS RECORDS	3. Radiation Hazard (RADHAZ) Records. Routine records of the effect of radio frequency energy on personnel, flammable mixtures, ordnance and communications and electronic equipment from a hazard standpoint. (Exclude policy and standard procedure records covered by SSIC 5100, Safety and Occupational Health.)		Destroy when 6 years old.	7	N1-NU-89-1 / 2460/3	

2000-13	International/Domestic Coordination:	Information relating to interoperability of communications equipment to be sold, leased or loaned, or pertaining to the exchange of communication information between the Navies of Australia, Canada, New Zealand, the United Kingdom and the United States; between the United States and other NATO countries; and between the United States and individual foreign countries (bilateral) and regions; and information relating to the coordination between the military services and the federal government of air traffic control.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	x		
2830.2b	GENERAL COMMUNICATION CONSOLIDATION RECORDS	2. AUS-CAN-NZ-UK-US; NATO; AND BILATERAL/REGIONAL INTEROPERABILITY RECORDS. Records pertaining to interoperability of communications equipment to be sold, leased or loaned, or pertaining to the exchange of communication information between the Navies of Australia, Canada, New Zealand, the United Kingdom and the United States; between the United States and other NATO countries; and between the United States and individual foreign countries (bilateral) and regions. These are not FMS records (see SSIC 4920). b. Routine administrative records.		Destroy when 5 years old.	7	N1-NU-89-1 / 2830/2/B	
2830.6	GENERAL COMMUNICATION CONSOLIDATION RECORDS	6. MF/HF AND VHF/UHF EQUIPMENT RECORDS. Routine administrative and operational records pertaining to the interoperability of radio equipment installed in aircraft and equipment afloat and ashore dedicated to aircraft communications. (Exclude primary program correspondence covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2830/6	
2830.7	GENERAL COMMUNICATION CONSOLIDATION RECORDS	7. AIR TRAFFIC CONTROL RECORDS. Records pertaining to the coordination between the military services and the federal government of air traffic control. (Exclude primary program records covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2830/7	
2830.8	GENERAL COMMUNICATION CONSOLIDATION RECORDS	8. AIRCRAFT COMMUNICATIONS PROCEDURES RECORDS. Routine records concerning coordination of aircraft communications procedures including secure and non-secure voice, authentication, distress and lost communications procedures. (Exclude primary program records covered by 2000.1.)		Destroy when 5 years old.	7	N1-NU-89-1 / 2830/8	

2000-14	General Correspondence (Information Technology and Communications):	Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps communications programs.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x		[\$] Common across chapters. Need a common description for each.
2000.2	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices. These are routine files concerning the day to day operations, maintenance, installation of equipment, and other routine matters at subordinate levels		Destroy when 2 years old.	3	N1-NU-89-1 / 2000/2	
2013.1	MOBILE-TRANSPORTABLE RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to mobile-transportable communications assets (vehicles, portable antennas, etc.). (Exclude primary program records covered by 2000.1.)		Destroy when 2 years old.	3	N1-NU-89-1 / 2013/1	
2014.1	CONTINGENCY COMMUNICATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES. Records pertaining to communications planning, operations, and resources to be used in natural disasters and in unexpected military operations. (Exclude primary program correspondence covered by 2000.1.)		Destroy when 2 years old.	3	N1-NU-89-1 / 2014/1	
2015.1	VISUAL COMMUNICATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to visual communications (flashing light, infrared, laser, flag hoist, and pyrotechnic signals). (Exclude primary program records covered by 2000.1.)		Destroy when 2 years old.	3	N1-NU-89-1 / 2015/1	
2016.1	DEFENSE COMMUNICATIONS SYSTEMS (DCS) HF ENTRY RECORDS	1. General Correspondence Files. Routine Navy files related to DCS high frequency (HF) entry exercise and requirements.		Destroy when 2 years old.	3	N1-NU-89-1 / 2016/1	
2030.1	SECURE VOICE SYSTEMS (EXCLUDING AUTOSEVOCOM) RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine operational and administrative files including navigation secure voice transit and NAVSTAR global positioning system (GPS) records. (Exclude primary program records covered by 2000.1.)		Destroy when 2 years old.	3	N1-NU-89-1 / 2030/1	
2060.2	TELEPHONE SYSTEMS RECORDS	2. TELEPHONE SERVICE RECORDS. Requests for telephone service and other similar records relating to servicing and the operations of telephone service and equipment.		Retain on board. Destroy when 1 years old.	3	N1-NU-89-1 / 2060/2	
2070.2	SWITCHED SYSTEMS-NETWORKS RECORDS-GENERAL	2. OPERATIONS RECORDS. General correspondence relating to operations of the ASC and specifically those operations that support and impact naval intelligence claimancy operations or support fleet operations.		Destroy when 2 years old.	3	N1-NU-89-1 / 2070/2	
2074.1	AUTOSEVOCOM RECORDS (AND SUCCESSOR SYSTEMS)	1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans, operations and resources for automatic secure voice communication (AUTOSEVOCOM).		Destroy when 2 years old.	3	N1-NU-89-1 / 2074/1	
2080.1	GENERAL BROADCAST SYSTEMS RECORDS	1. GENERAL CORRESPONDENCE. Routine administrative correspondence concerning Department of the Navy communications broadcasts in general. (Exclude primary program records covered by 2000.1.)		Destroy when 3 years old.	3	N1-NU-89-1 / 2080/1	
2081.2	FLEET BROADCAST RECORDS	2. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multi-channel, single channel and submarine broadcast systems.		Destroy when 2 years old.	3	N1-NU-89-1 / 2081/2	
2089.3	NATO BROADCAST COMMUNICATIONS RECORDS	3. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multi-channel, single channel and submarine broadcast systems.		Retain on board. Destroy when 2 years old.	3	N1-NU-89-1 / 2089/3	
2092.1	COMMERCIAL REF/FILE/CLASS "E" MESSAGES RECORDS	1. COMMERCIAL REF/FILE RECORDS. Correspondence relating to business traffic transmitted on Department of the Navy circuits, then transmitted commercially.		Destroy when 1 year old.	3	N1-NU-89-1 / 2092/1	
2093.2	MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO RECORDS	2. EXCESS EQUIPMENT RECORDS. Includes shipping, issuing, and receipting documents for excess and surplus equipment.		Destroy when 2 years old.	3	N1-NU-89-1 / 2093/2	
2093.3	MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO RECORDS	3. GENERAL CORRESPONDENCE FILES. Routine, administrative correspondence concerning MARS call signs, frequency interference and other operational matters. (Exclude primary program records covered by 2000.1.)		Destroy when 2 years old.	3	N1-NU-89-1 / 2093/3	
2099.1	MERCHANT SHIP COMMUNICATIONS (MERCOMS) RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to the broadcast system used to deliver U.S. Government originated messages to merchant ships on prior arrangement for delivery of messages to ships, when directed. (Exclude primary program records covered by 2000.1.)		Destroy when 2 years old.	3	N1-NU-89-1 / 2099/1	
2110.1	SHORT-HAUL LEASED CIRCUITS RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to short-haul leased circuits.		Destroy when 3 years old.	3	N1-NU-89-1 / 2110/1	
2120.1	LONG-HAUL LEASED CIRCUITS RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to long-haul leased circuits.		Destroy when 3 years old.	3	N1-NU-89-1 / 2120/1	

2130.1	ON-BASE CIRCUITS RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to on-base circuits.		Destroy when 2 years old.	3	N1-NU-89-1 / 2130/1	
2140.1	LEASED EQUIPMENT/TERMINALS ASHORE RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to leased equipment/terminals ashore.		Destroy when 3 years old.	3	N1-NU-89-1 / 2140/1	
2150.1	LEASED EQUIPMENT/TERMINALS AFLOAT RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to leased equipment/terminals afloat.		Destroy when 3 years old.	3	N1-NU-89-1 / 2150/1	
2160.1	LANDLINES RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine operational files pertaining to landlines.		Destroy when 3 years old.	3	N1-NU-89-1 / 2160/1	
2180.1	TELECOMMUNICATIONS SERVICE REQUEST (TSR) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to TSR.		Destroy when 3 years old.	3	N1-NU-89-1 / 2180/1	
2200.1	COMMUNICATIONS SECURITY GENERAL	1. ROUTINE ADMINISTRATIVE RECORDS relating to communications security (COMSEC) pertaining to cryptographic keying material, equipment or associated items (except primary program correspondence covered by 2201).		Destroy when 2 years old or when no longer needed for operations, whichever is later.	3	N1-NU-89-1 / 2200/1	
2250.2	CRYPTOGRAPHIC EQUIPMENT, GENERAL	2. ADMINISTRATIVE CORRESPONDENCE relating to installation, maintenance and other routine matters.		Destroy when 2 years old or when no longer needed whichever is later.	3	N1-NU-89-1 / 2250/2	
2280.2	COMSEC MATERIAL SYSTEM, GENERAL	2. GENERAL CORRESPONDENCE at all other commands relating to CMS account matters.		Destroy when 2 years old.	3	N1-NU-89-1 / 2280/2	
2280.7	COMSEC MATERIAL SYSTEM, GENERAL	7. Routine Messages relating to CMS matters.		Destroy when 2 years old.	3	N1-NU-89-1 / 2280/7	
2284.1	AUTOMATED DATA PROCESSING SUPPORT	1. Routine records relating to development, maintenance and management of computer ADP systems in support of DCMS with regard to distribution, accounting and material management of COMSEC material throughout the Department of the Navy.		Destroy when 2 years old or when no longer needed for operations whichever is later.	3	N1-NU-89-1 / 2284/1	
2300.2	GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS	2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices.		Destroy when 2 years old.	3	N1-NU-89-1 / 2300/2	
2311.3	TRAFFIC ANALYSIS/ENGINEERING RECORDS	3. GENERAL CORRESPONDENCE FILES. Routine files pertaining to traffic handling with reference to analysis, quality control, message format and procedures (excluding primary program records covered by 2000.1).		Destroy when 2 years old.	3	N1-NU-89-1 / 2311/3	
2313.	QUALITY CONTROL RECORDS	GENERAL CORRESPONDENCE FILES. Routine files pertaining to quality control of telecommunications traffic and messages. These files relate to error rates and retransmission rates		Destroy when 1 year old.	3	N1-NU-89-1 / 2313	
2320.1	GENERAL ROUTING DOCTRINE RECORDS	1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers related to internal operations and administration of message routing.		Destroy when 2 years old.	3	N1-NU-89-1 / 2320/1	
2321.1	COMMUNICATION ALTERNATE ROUTING (ALTROUTE) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to ALTROUTE.		Destroy when 1 year old.	3	N1-NU-89-1 / 2321/1	
2322.1	STABILIZED ROUTING FOR AFLOAT COMMAND (STROFAC) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to STROFAC temporary circuit routes routinely established for 90 days.		Destroy when 1 year old.	3	N1-NU-89-1 / 2322/1	
2340.1	GENERAL ADDRESS DESIGNATORS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files include reports and other papers related to plain language addresses, address indicator groups, collective address designators and call signs.		Destroy when 2 years old.	3	N1-NU-89-1 / 2340/1	
2341.1	Plain Language Address Directory (PLAD) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to AIGs, CADs, and general messages.		Destroy when 2 years old.	3	N1-NU-89-1 / 2341/1	
2342.1a	AIG'S/CAD'S/GENERAL MESSAGE RECORDS	1. General Correspondence Files. Files pertaining to AIGs, CADs, and general messages a. CADs.		Destroy when 1 year old.	3	N1-NU-89-1 / 2342/1/A	
2342.1b	AIG'S/CAD'S/GENERAL MESSAGE RECORDS	1. General Correspondence Files. Files pertaining to AIGs, CADs, and general messages b. AIGs and general messages.		Destroy when 1 year old.	3	N1-NU-89-1 / 2342/1/B	
2343.1	ROUTING INDICATORS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to routing indicators.		Destroy when 1 year old.	3	N1-NU-89-1 / 2343/1	
2344.1	INTERNATIONAL CALL SIGNS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to international call signs.		Destroy when 3 years old.	3	N1-NU-89-1 / 2344/1	
2345.1	VOICE CALL SIGNS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to voice call signs.		Destroy when 3 years old.	3	N1-NU-89-1 / 2345/1	
2500.2	SI COMMUNICATIONS RECORDS – GENERAL	2. ROUTINE ADMINISTRATIVE CORRESPONDENCE. Correspondence, reports and messages documenting routine matters at all other naval activities.		Destroy when 2 years old.	3	N1-NU-89-1 / 2500/2	
2501.2	SI COMMUNICATIONS PLANNING AND MANAGEMENT	2. ROUTINE ADMINISTRATIVE CORRESPONDENCE. Correspondence, reports and messages documenting routine matters at all other naval activities.		Destroy when 2 years old.	3	N1-NU-89-1 / 2501/2	
2510.2	SI COMMUNICATIONS SYSTEMS - GENERAL	2. ROUTINE OPERATIONAL AND ADMINISTRATIVE CORRESPONDENCE AT ALL OTHER NAVAL ACTIVITIES.		Destroy when 2 years old.	3	N1-NU-89-1 / 2510/2	
2530.2	SI TACTICAL COMMUNICATIONS - GENERAL	2. Routine operational and administrative correspondence at all other naval activities.		Destroy when 2 years old.	3	N1-NU-89-1 / 2530/2	
2710.1	CIRCUITRY AND NETWORK RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to circuitry and networks.		Destroy when 2 years old.	3	N1-NU-89-1 / 2710/1	
2720.1	EXERCISES RECORDS	1. EXERCISE (AFLOAT COMMUNICATION OPERATIONS) RECORDS. Routine operational records relating to afloat communication exercises.		Destroy when 2 years old.	3	N1-NU-89-1 / 2720/1	
2730.1	REQUIREMENTS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to requirements of general circuitry and networks.		Destroy when 1 year old.	3	N1-NU-89-1 / 2730/1	
2740.1	READINESS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to readiness of general circuitry and networks. Records site problems encountered with circuits on ship while underway.		Destroy when 1 year old.	3	N1-NU-89-1 / 2740/1	
2750.1	PLANS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans of general circuitry and networks and to plans for tactical nets between ships, aircraft and shore stations.		Destroy when 2 years old.	3	N1-NU-89-1 / 2750/1	
2802.1	MANAGEMENT ENGINEERING PLAN (MEP) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to the assignment of responsibility for management engineering, operation and maintenance of facilities of the Naval Telecommunications or Defense Communications Systems. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy 1 year after disestablishment of installation.	3	N1-NU-89-1 / 2802/1	

2000-15	General Communications Operations:	Information relating to general transactions, the day-to-day administration, and operation of communications programs. This includes but is not limited to Satellite Communications Systems, Military Affiliate Radio System, COMSEC equipment installation, COMSEC Material System, communications traffic handling/processing, radio interference, electromagnetic compatibility; Fleet Operational Telecommunications Program (FOTP); Operational Readiness Evaluation (OPE); telecommunications quality monitoring and control; afloat communication support; and the general operation of defense communications systems.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 3 years after cutoff.	x		
2050.2	SATELLITE COMMUNICATIONS (SATCOM) SYSTEMS RECORDS	2. MIJI (Meaconing, Intrusion, Jamming and Interference) Reports. Reports about satellite communications interference received by message as interference occurs. Also, Naval Computers and Telecommunications Command summaries of MIJIs.		Destroy when 2 years old.	3	N1-NU-89-1 / 2050/2	
2093.1	MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO RECORDS	1. MEMBERSHIP DOCUMENTS. Includes membership applications and records reflecting participation of members such as licenses, forms of assignments, change of status, transfer or termination of membership.		Destroy 1 year after termination of membership.	3	N1-NU-89-1 / 2093/1	
2093.4	MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO RECORDS	4. STATION LOGS. Documents reflecting the time stations go on and off the air, stations contacted, name of operator on duty, and similar data. Included are logs, registers and comparable documents.		Destroy 1 year after final entry.	3	N1-NU-89-1 / 2093/4	
2206.1a	COMSEC EQUIPMENT INSTALLATION	1. IMPLEMENTATION PROGRAMS. a. Financial Management and Funding.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/1/A	
2206.1b	COMSEC EQUIPMENT INSTALLATION	1. IMPLEMENTATION PROGRAMS. b. Initial Distribution of Equipment.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/1/B	
2206.1c	COMSEC EQUIPMENT INSTALLATION	1. IMPLEMENTATION PROGRAMS. c. Distribution of Ancillary Equipment.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/1/C	
2206.2a	COMSEC EQUIPMENT INSTALLATION	2. ACQUISITION OF CURRENT EXISTING EQUIPMENT (ALREADY AVAILABLE). a. Requests for Equipment.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/2/A	
2206.2b	COMSEC EQUIPMENT INSTALLATION	2. ACQUISITION OF CURRENT EXISTING EQUIPMENT (ALREADY AVAILABLE). b. Approvals.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/2/B	
2206.2c	COMSEC EQUIPMENT INSTALLATION	2. ACQUISITION OF CURRENT EXISTING EQUIPMENT (ALREADY AVAILABLE). c. Funding Documents.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/2/C	
2206.3a	COMSEC EQUIPMENT INSTALLATION	3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current COMSEC equipment. Changes to existing configurations due to planned upgrading of communications systems. (See SSIC 4720 also.) a. Request for Authorization of Circuits.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/3/A	
2206.3b	COMSEC EQUIPMENT INSTALLATION	3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current COMSEC equipment. Changes to existing configurations due to planned upgrading of communications systems. (See SSIC 4720 also.) b. Equipment Modifications-Routine.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/3/B	
2206.3b(1)	COMSEC EQUIPMENT INSTALLATION	3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current COMSEC equipment. Changes to existing configurations due to planned upgrading of communications systems. (See SSIC 4720 also.) b. Equipment Modifications-Routine. (1) Funding Documents.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/3/B/1	
2206.3b(2)	COMSEC EQUIPMENT INSTALLATION	3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current COMSEC equipment. Changes to existing configurations due to planned upgrading of communications systems. (See SSIC 4720 also.) b. Equipment Modifications-Routine. (2) Distribution of Equipment/Modifications.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/3/B/2	
2210.1	PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND MATERIALS	1. Records relating to the physical security of cryptographic equipment and materials. (exclude primary program records filed in 2201.)		Destroy when 2 years old or when no longer needed for operations whichever is later.	3	N1-NU-89-1 / 2210/1	
2280.10	COMSEC MATERIAL SYSTEM, GENERAL	10. RECEIPTS from Armed Forces Courier Service, Officer-Messenger Mail, Courier Mail, Registered Mail and Command-Controlled Package Number.		Destroy when 1 year old.	3	N1-NU-89-1 / 2280/10	
2280.3c	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). c. CMS 2-1 (chronological file copies).		Destroy when 2 years old.	3	N1-NU-89-1 / 2280/3/C	
2280.3j	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). j. CMS Transaction Log, entire, previous year's log.		Destroy when 2 years old.	3	N1-NU-89-1 / 2280/3/J	
2280.3k	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). k. CMS 16-1 Semi Annual Inventory Report, Chronological Files copies.		Destroy when 2 years old.	3	N1-NU-89-1 / 2280/3/K	
2310.3a(2)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy. (2) Messages incident to distress and disaster.		Destroy when 3 years old.	3	N1-NU-89-1 / 2310/3/A/2	
2310.3a(3)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy. (3) Messages incident to, or involved in, any complaint of which the command has been notified.		Destroy when 2 years old.	3	N1-NU-89-1 / 2310/3/A/3	
2310.3a(7)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy. (7) Commercial message traffic.		Destroy when 12 months old.	3	N1-NU-89-1 / 2210/3/A/7	
2310.4b	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES ABOARD NAVAL SHIPS. b. Crypto center destruction log.		Destroy when 2 years old.	3	N1-NU-89-1 / 2310/4/B	
2310.5a(2)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's this manual. a. Message Center Files. (2) Messages incident to distress and disaster		Destroy when 3 years old.	3	N1-NU-89-1 / 2310/5/A/2	

2310.5a(3)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSC's this manual. a. Message Center Files. (3) Messages incident to or involved in any complaint of which the command has been notified.	Destroy when 2 years old.	3	N1-NU-89-1 / 2310/5/A/3	
2310.5a(7)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSC's this manual. a. Message Center Files. (7) Commercial message traffic.	Destroy when 12 months old.	3	N1-NU-89-1 / 2310/5/A/7	
2310.6b	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT SHORE STATIONS. b. Crypto center destruction log.	Destroy when 2 years old.	3	N1-NU-89-1 / 2310/6/B	
2310.7	TRAFFIC HANDLING/PROCESSING RECORDS	7. EXERCISE MESSAGE HANDLING RECORDS. Records pertaining to the transmission, routing and handling of exercise messages.	Destroy when 1 year old.	3	N1-NU-89-1 / 2310/7	
2311.2b	TRAFFIC ANALYSIS/ENGINEERING RECORDS	2. SPEED OF SERVICE OF TELECOMMUNICATIONS RECORDS. b. Magnetic tapes selecting data extracts of elements of message traffic for the purpose of analysis	Destroy when 1 year old.	3	N1-NU-89-1 / 2311/2/B	
2314.	COMMUNICATIONS EVALUATION RECORDS	Case files at Naval Computer and Telecommunications Command (NCTC) containing evaluations of requests for solving communications or technical problems, e. g., overloading circuits.	Destroy 2 years after action is completed or when no longer needed for reference after action is completed, whichever is later.	3	N1-NU-89-1 / 2314	
2316.1a	TRAFFIC STATISTICAL DATA RECORDS	1. Records filed at NCTC concerning trends and statistics for message traffic volumes, manual intervention rates and availabilities and reliabilities for the principal Department of the Navy message handling systems. Includes statistics on AUTODIN volumes. a. Input reports from all sources.	Destroy when 2 years old.	3	N1-NU-89-1 / 2316/1/A	
2400.2	GENERAL MANAGEMENT RECORDS	2. SPECTRUM MANAGEMENT TRAINING RECORDS. Records pertaining to allocations, electromagnetic compatibility and related areas of frequency management.	Destroy when 2 years old.	3	N1-NU-89-1 / 2400/2	
2400.3	GENERAL MANAGEMENT RECORDS	3. SPECTRUM MANAGEMENT AUTOMATION RECORDS. Records pertaining to development and use of computer programs in connection with frequency allocations and assignment functions.	Destroy when 2 years old.	3	N1-NU-89-1 / 2400/3	
2410.2b	ALLOCATION/ASSIGNMENT RECORDS	2. ASSIGNMENT RECORDS. Records of proposals, authorizations, assignments, deletions and cumulative resources of radio frequencies for the operation of telecommunication equipment. b. Paper records on assignments, whether above or below 30 MHz. Includes electronic environment studies used to evaluate feasibility of assigning new frequencies.	Retain on board. Destroy 2 years after revocation.	3	N1-NU-89-1 / 2410/2/B	
2420.1	INTERFERENCE RECORDS	1. RADIO FREQUENCY INTERFERENCE RECORDS. Records of electromagnetic disturbances which interrupt, obstruct or degrade the effective performance of telecommunications electronic equipment.	Destroy when 2 years old.	3	N1-NU-89-1 / 2420/1	
2420.2	INTERFERENCE RECORDS	2. RADIO NOISE RECORDS. Records of background noise created by natural or man-made causes.	Destroy when 2 years old.	3	N1-NU-89-1 / 2420/2	
2420.3	INTERFERENCE RECORDS	3. INTERFERENCE (MAN MADE) RECORDS. Records of electromagnetic noises generated by machine or other devices which degrade the effective performance of telecommunications electronic systems.	Destroy when 2 years old.	3	N1-NU-89-1 / 2420/3	
2420.4	INTERFERENCE RECORDS	4. ELECTROMAGNETIC PULSE (EMP) RECORDS. Records of the degradation effect of radio frequency energy created by nuclear explosions on communications and electronic equipment or systems. (Exclude summaries and primary program records covered by 2000.1.)	Destroy when 2 years old.	3	N1-NU-89-1 / 2420/4	
2430.1	PROPAGATION RECORDS	1. Propagation Records. Records of special frequency predictions including tables of maximum useable frequency/frequency optimum traffic (MUF/FOT) for times of day.	Destroy when 2 years old.	3	N1-NU-89-1 / 2430/1	
2450.1	GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS	1. ELECTROMAGNETIC COMPATIBILITY ANALYSIS CENTER (ECAC) RECORDS. Records pertaining to the assistance and advice provided the Department of Defense (DOD) on electromagnetic compatibility matters	Destroy when 2 years old.	3	N1-NU-89-1 / 2450/1	
2450.2	GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS	2. ELECTROMAGNETIC COMPATIBILITY SHIPBOARD PROGRAM RECORDS. Records of programs devoted to assure ECM shipboard.	Destroy when 2 years old.	3	N1-NU-89-1 / 2450/2	
2450.3	GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS	3. ELECTROMAGNETIC COMPATIBILITY AIRCRAFT PROGRAM RECORDS. Records of programs devoted to assure ECM in aircraft.	Destroy when 2 years old.	3	N1-NU-89-1 / 2450/3	
2450.4	GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS	4. OTHER ELECTROMAGNETIC COMPATIBILITY RECORDS. Records pertaining to the compatibility of communications/electronic equipment to be operated in their intended operational electromagnetic environment without causing unacceptable performance degradation.	Destroy when 2 years old.	3	N1-NU-89-1 / 2450/4	
2450.5	GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS	5. ELECTROMAGNETIC COMPATIBILITY PROGRAM FUNDS RECORDS. Records of funds committed to assure ECM throughout the DOD.	Destroy when 2 years old.	3	N1-NU-89-1 / 2450/5	
2460.1	GENERAL FREQUENCY SOUNDERS RECORDS	1. RADIO FREQUENCY COORDINATION RECORDS. Records pertaining to inter-service and intra-service coordination and national and international coordination frequency assignments.	Destroy when 2 years old.	3	N1-NU-89-1 / 2460/1	
2460.2	GENERAL FREQUENCY SOUNDERS RECORDS	2. RADIO FREQUENCY ENERGY RECORDS. Records of energy (power) produced in radio frequency portion of the electromagnetic spectrum by devices and communications and electronic equipment or systems.	Destroy when 2 years old.	3	N1-NU-89-1 / 2460/2	
2521.1	ST HFDF COMMUNICATIONS RELIABILITY	1. Monthly reports on circuit reliability.	Destroy when 2 years old.	3	N1-NU-89-1 / 2521/1	
2522.1	ST HFDF COMMUNICATIONS CONTROL SHIFTS	1. Records relating to shift of network control among various stations.	Destroy when 1 year old.	3	N1-NU-89-1 / 2522/1	
2023.1	RECORDS PERTAINING TO SHIPBOARD AUTOMATED COMMUNICATIONS SYSTEMS	1. NAVY MODULAR AUTOMATED COMMUNICATIONS SYSTEMS (NAVMACS), INFORMATION EXCHANGE SYSTEM (IXS), MESSAGE ROUTING AND DISTRIBUTION SYSTEM (MRDIS), MESSAGE PROCESSING AND DISTRIBUTION SYSTEM (MPDS), AND COMMUNICATION DATA PROCESSING SYSTEM (CDPS) PLANNING RECORDS. Records pertaining to the planning for shipboard automated communications systems research and development, including related funding considerations. (Exclude primary program records covered by 2000.1.)	Retain on board. Destroy when no longer needed.	wnln	N1-NU-89-1 / 2023/1	



2023.2	RECORDS PERTAINING TO SHIPBOARD AUTOMATED COMMUNICATIONS SYSTEMS	2. AUTOMATED SYSTEMS OPERATIONS RECORDS. Records pertaining to the routine operations of shipboard automated communications systems and related telecommunication matters.		Retain on board. Destroy when no longer needed.	wnIn	N1-NU-89-1 / 2023/2	
2023.3	RECORDS PERTAINING TO SHIPBOARD AUTOMATED COMMUNICATIONS SYSTEMS	3. AUTOMATED SYSTEMS RESOURCES RECORDS. Records pertaining to the programming of funds and procurement and installation of shipboard automated communications equipment.		Retain on board. Destroy when no longer needed.	wnIn	N1-NU-89-1 / 2023/3	
2026.1	RECORDS PERTAINING TO SHORE AUTOMATED SYSTEMS	1. NAVY COMMUNICATION PROCESSING AND ROUTING SYSTEM (NAVCOMPARS), LOCAL DIGITAL MESSAGE EXCHANGE (LDMX), IXS, MRDIS, REMOTE INFORMATION EXCHANGE TERMINAL (RIXT), INTEGRATED SUBMARINE AUTOMATED BROADCAST PROCESSING SYSTEM (ISABPS), AUTOMATED TEXT MESSAGE HANDLING (ATMH), AND MILITARY MESSAGE EXPERIMENT (MME) SYSTEMS PLANNING RECORDS. Records pertaining to the planning for shore automated systems development, equipment upgrades, or ashore communication system configuration, including related funding considerations. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when no longer needed.	wnIn	N1-NU-89-1 / 2026/1	
2026.2	RECORDS PERTAINING TO SHORE AUTOMATED SYSTEMS	2. AUTOMATED SYSTEMS OPERATIONS RECORDS. Records pertaining to routine operation of shore automated systems.		Retain on board. Destroy when no longer needed.	wnIn	N1-NU-89-1 / 2026/2	
2083.2	SUBMARINE BROADCAST RECORDS	2. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multi-channel, single channel and submarine broadcast systems.		Destroy when superseded.	wnIn	N1-NU-89-1 / 2083/2	
2095.1	FLEET COMMAND CENTER/TASK FORCE COMMAND CENTER (FCC/TFCC)	1. GENERAL CORRESPONDENCE. These are routine records about systems which carry information pertaining to fleet operations. This SSIC covers only routine records on the telecommunications systems used at these centers, and not operational data carried on those systems. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when systems are obsolete or when no longer needed for reference. For disposition of operational data carried on these systems, see appropriate SSIC in Chapter 3.	wnIn	N1-NU-89-1 / 2095/1	
2096.1	OCEAN SURVEILLANCE INFORMATION SYSTEM (OSIS) RECORDS	1. GENERAL CORRESPONDENCE. These are routine records about a system which carries current information on location of vessels in various ocean areas. This SSIC covers installation, maintenance and administration of the system itself, and not the data gathered. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when system is obsolete or no longer needed for reference. For disposition of data carried on this system, see appropriate SSIC in Chapter 3.	wnIn	N1-NU-89-1 / 2096/1	
2097.1	SOUND SURVEILLANCE SYSTEM/SURVEILLANCE TOWED ARRAY SYSTEM (SOSUS/SURTAS) RECORDS	1. GENERAL CORRESPONDENCE. Routine records relating to collection and processing of undersea acoustic data. Records concern maintenance, installation and administration of system only, and not the data gathered. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when system is obsolete or when no longer needed for reference. For disposition of data collected and processed by this system, see appropriate SSIC in Chapter 3.	wnIn	N1-NU-89-1 / 2097/1	
2098.1	ANTISUBMARINE WARFARE (ASW) RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to ASW communications including the Antisubmarine Warfare Information Exchange System (ASWIXS) and Nuclear Submarine (Direct Support) (SSN(DS)). This SSIC covers only these telecommunications systems and not the information carried on the systems. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when system is obsolete or when no longer needed for reference. For disposition of data collected and processed by this system, see appropriate SSIC in Chapter 3.	wnIn	N1-NU-89-1 / 2098/1	
2100.	MERCHANT SHIP COMMUNICATIONS (MERCOMS) RECORDS	TELECOMMUNICATIONS SERVICES RECORDS - GENERAL. These are case files containing information concerning the requisition, acquisition, installation and maintenance of telecommunications services/equipment to shore-based naval activities worldwide. (Exclude primary program records covered by 2000.1.)		Retain on board. Destroy when system is obsolete or when no longer needed for reference.	wnIn	N1-NU-89-1 / 2100	
2206.1d	COMSEC EQUIPMENT INSTALLATION	1. IMPLEMENTATION PROGRAMS. d. Visit Reports		Destroy when action is completed.	wnIn	N1-NU-89-1 / 2206/1/D	
2300.3b	GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS	2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices. b. All other copies. Includes technical communications, publications and instructions originated by outside activities, but used for reference in the performance of mission-related tasks.		Retain on board. Destroy when no longer required for reference.	wnIn	N1-NU-89-1 / 2300/3/B	
2310.5a(4)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's this manual. a. Message Center Files. (4) General messages (such as AINAVs).		Destroy when cancelled.	wnIn	N1-NU-89-1 / 2310/5/A/4	
2310.5b(1)	TRAFFIC HANDLING/PROCESSING RECORDS	(5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's this manual. b. Message files of fleet broadcast. 1) USNS ships.		Destroy upon inactivation of vessel.	wnIn	N1-NU-89-1 / 2310/5/B/1	
2319.1	MESSAGE FORMATS AND PROCEDURES RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to message format and procedures.		Retain on board. Destroy when superseded, obsolete, or no longer required, whichever is earlier.	wnIn	N1-NU-89-1 / 2319/1	
2324.1	ACP-117 LISTING RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to Allied Communications Publication 117 (ACP-117).		Retain on board. Destroy when incorporated in revised edition or change to ACP-117.	wnIn	N1-NU-89-1 / 2324/1	



2410.2a	ALLOCATION/ASSIGNMENT RECORDS	2. ASSIGNMENT RECORDS. Records of proposals, authorizations, assignments, deletions and cumulative resources of radio frequencies for the operation of telecommunication equipment. a. Changes to frequency assignments made on-line in the Frequency Resource Records System maintained by the Electromagnetic Compatibility Analysis Center for the Department of Defense. Also, input to systems operated by any other Federal government agency.	Overwrite old assignments when obsolete.	wnln	N1-NU-89-1 / 2410/2/A	
2502.1	SI COMMUNICATION PROCEDURES	1. ROUTINE OPERATIONAL CORRESPONDENCE. Correspondence concerning procedures used in operating telecommunications systems.	Destroy when no longer needed for operations.	wnln	N1-NU-89-1 / 2502/1	
2506.2	SI COMMUNICATIONS EQUIPMENT AND CONFIGURATION CONTROL RECORDS	2. ROUTINE ADMINISTRATIVE CORRESPONDENCE.	Destroy when relevant system is superseded.	wnln	N1-NU-89-1 / 2506/2	
2760.1	OPERATING RECORDS	1. FLEET OPERATIONAL TELECOMMUNICATIONS PROGRAM (FOTP) RECORDS. Records pertaining to development, enhancement and operation of the FOTP reporting system which establishes time criteria for broadcast shifts, messages and equipment.	Destroy when 2 years old.	3	N1-NU-89-1 / 2760/1	
2760.2	OPERATING RECORDS	2. OTHER OPERATIONS RECORDS. Records pertaining to routine requirements of operation of general circuitry and networks and to the operation of tactical nets between ships, aircraft and shore stations	Destroy when 2 years old.	3	N1-NU-89-1 / 2760/2	
2780.1	QUALITY MONITORING AND CONTROL RECORDS	1. OPERATIONAL READINESS EVALUATION (ORE) RECORDS. Records pertaining to exercises, discrepancies, feedback and resolution of problems relating to OREs (shipboard level inspections) conducted for NAVCAMS. (Exclude primary program records covered by SSIC 2000.1.)	Destroy when 2 years old.	3	N1-NU-89-1 / 2780/1	
2780.2	QUALITY MONITORING AND CONTROL RECORDS	2. OTHER QUALITY MONITORING AND CONTROL RECORDS. Records pertaining to quality monitoring and control of afloat communications operations.	Destroy when 2 years old.	3	N1-NU-89-1 / 2780/2	
2790.1	AFLOAT COMMUNICATIONS SUPPORT RECORDS	1. PERFORMANCE EVALUATION (AFLOAT COMMUNICATION SUPPORT) RECORDS. Records pertaining to support of afloat communications.	Destroy when 2 years old.	3	N1-NU-89-1 / 2790/1	
2791.1	COMMUNICATIONS AREA MASTER STATION (CAMS) RECORDS	1. CAMS RECORDS. Records pertaining to the operational requirements of the CAMS, support provided and missions accomplished. (Exclude primary program records covered by 2000.1.)	Destroy when 2 years old.	3	N1-NU-89-1 / 2791/1	
2792.1	PRIMARY SUPPORT STATION (NAVAL COMMUNICATIONS STATIONS AND NAVAL COMMUNICATIONS UNITS) RECORDS	1. PRIMARY SUPPORT STATION (AFLOAT COM SPT) RECORDS. Records pertaining to operational requirements, support provided and missions accomplished by the NTS primary support stations. (Exclude primary program records covered by 2000.1.)	Destroy when 2 years old.	3	N1-NU-89-1 / 2782/1	
2793.1	RESIDUAL STATION (NAVAL TELECOMMUNICATIONS CENTER) RECORDS	1. RESIDUAL STATION (AFLOAT COM SPT) RECORDS. Records pertaining to operational requirements, support provided and missions accomplished by the NTS residual support station. (Exclude primary program records covered by 2000.1.)	Destroy when 2 years old.	3	N1-NU-89-1 / 2793/1	
2830.3	GENERAL COMMUNICATION CONSOLIDATION RECORDS	3. DEFENSE COMMUNICATIONS SYSTEMS RECORDS. Routine administrative records pertaining to consolidation of development efforts of systems design of the major telecommunications systems used by the military services and DOD. (Exclude primary program records relating to Department of the Navy policies covered by 2000.1.)	Destroy when 3 years old.	3	N1-NU-89-1 / 2830/3	
2830.4	GENERAL COMMUNICATION CONSOLIDATION RECORDS	4. NON-DOD TELECOMMUNICATIONS RECORDS. Records pertaining to the State Department or maritime, commercial or other communications not under DOD. (Exclude primary program records relating to Department of the Navy policies covered by 2000.1.)	Destroy when 3 years old.	3	N1-NU-89-1 / 2830/4	
2860.1	GENERAL MILITARY COMMUNICATIONS ELECTRONICS BOARD (MCEB) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to MCEB standards. (Exclude primary program records covered by 2000.1.)	Retain on board. Destroy when no longer needed for reference.	wnln	N1-NU-89-1 / 2860/1	
2880.1	TELECOMMUNICATIONS OPERATING REQUIREMENTS (TELCOR) RECORDS.	1. Input of telecommunications trunks and circuits affecting major commands, submitted on OPNAV 2010/2.	Destroy when no longer needed for reference. (NCTC keep last two current in file.)	wnln	N1-NU-89-1 / 2880/1	

2000-16	Routine Communications Traffic Handling/Processing:	Includes routine communications traffic handling/processing such as naval messages received/sent.	Trigger(s)	TEMPORARY: Destroy when 6 months old.	x		
2092.2	COMMERCIAL REFILE/CLASS "E" MESSAGES RECORDS	2. CLASS "E" MESSAGES. Correspondence pertaining to the transmittal of personal messages to or from naval personnel.		Destroy when 30 days old.	6m	N1-NU-89-1 / 2092/2	
2093.5	MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO RECORDS	5. MESSAGES. Messages of individuals and military units received and transmitted by MARS facilities.		Destroy after 60 days.	6m	N1-NU-89-1 / 2093/5	
2099.2	MERCHANT SHIP COMMUNICATIONS (MERCOMS) RECORDS	2. MESSAGES.		Destroy when 60 days old.	6m	N1-NU-89-1 / 2099/2	
2310.3a(1)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy. (1) Intelligence summaries.		Destroy when 10 days old.	6m	N1-NU-89-1 / 2310/3/A/1	
2310.3a(5)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy. (5) Meteorological maps and summaries.		Destroy when 2 days old.	6m	N1-NU-89-1 / 2310/3/A/5	
2310.3a(6)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy. (6) Facsimiles.		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/3/A/6	
2310.3a(8)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy. (8) Monitor rolls and message tapes for relay purposes only.		Destroy when 1 day old.	6m	N1-NU-89-1 / 2310/3/A/8	

2310.3a(9)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy. (9) All other messages, including key-punched cards, Special Category Message, Single Integrated Operational Plan-Essential Sustainment Items files, communications center master file, and crypto center file	Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/3/A/9	
2310.3b(1)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS b. Message file of fleet broadcast. (1) USNS ships.	Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/3/B/1	
2310.3b(2)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS b. Message file of fleet broadcast. (2) All other message files of fleet broadcasts.	Destroy when 10 days old or no longer needed for reference, whichever is later.	6m	N1-NU-89-1 / 2310/3/B/2	
2310.3c	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS c. Visual station messages (sent via flag hoist, semaphore, and flashing light	Destroy when 6 months old.	6m	N1-NU-89-1 / 2310/3/C	
2310.4a	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES ABOARD NAVAL SHIPS. a. Central message log.	Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/4/A	
2310.4c	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES ABOARD NAVAL SHIPS. c. Top secret control log.	Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/4/C	
2310.4d	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES ABOARD NAVAL SHIPS. d. Watch-to-watch inventory.	Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/4/D	
2310.4e	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES ABOARD NAVAL SHIPS. e. Circuit (Teletype) log and monitor rolls.	Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/4/E	
2310.4f	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES ABOARD NAVAL SHIPS. f. Tape relay station monitoring tapes or page copies of outgoing messages and service desk rerun records (primarily relay station log records of all messages).	Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/4/F	
2310.4g	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES ABOARD NAVAL SHIPS. g. Visual station logs.	Destroy when 6 months old.	6m	N1-NU-89-1 / 2310/4/G	
2310.5a(1)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's this manual. a. Message Center Files. (1) Intelligence summaries	Destroy when 10 days old.	6m	N1-NU-89-1 / 2310/5/A/1	
2310.5a(5)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's this manual. a. Message Center Files. (5) Meteorological maps and summaries	Destroy when 2 days old.	6m	N1-NU-89-1 / 2310/5/A/5	
2310.5a(6)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's this manual. a. Message Center Files. (6) Facsimiles	Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/5/A/6	
2310.5a(8)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's this manual. a. Message Center Files. (8) Monitor rolls and messages tapes for relay purposes only	Destroy when 1 day old.	6m	N1-NU-89-1 / 2310/5/A/8	
2310.5a(9)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's this manual. a. Message Center Files. (9) All other messages, including key-punched cards, SPECAT SIOP-ESI files, Communications Center Master File, and Crypto center file	Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/5/A/9	
2310.5b(2)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in action office as part of the appropriate general correspondence file (subject file, case file or other official file) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's this manual. b. Message files of fleet broadcast. (2) All other message files of fleet broadcast	Destroy when 10 days old or when no longer needed for reference, whichever is later.	6m	N1-NU-89-1 / 2310/5/B/2	

2310.6a	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT SHORE STATIONS. a. Central message log.		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/6/A	
2311.2a	TRAFFIC ANALYSIS/ENGINEERING RECORDS	2. SPEED OF SERVICE OF TELECOMMUNICATIONS RECORDS. a. Broadcast messages including speed of service.		Destroy when 1 month old.	6m	N1-NU-89-1 / 2311/2/A	
2325.1	COMMUNICATIONS GUARD SHIFT RECORDS	1. MESSAGES pertaining to communications guard shifts.		Destroy when 1 month old.	6m	N1-NU-89-1 / 2325/1	
2790.2	AFLOAT COMMUNICATIONS SUPPORT RECORDS	2. OTHER AFLOAT COMMUNICATIONS SUPPORT RECORDS. Records pertaining to support of afloat communications.		Destroy when 1 month old.	6m	N1-NU-89-1 / 2790/2	

2000-17	Transient Records:	Information related to information management and telecommunications that has minimal or no documentary or evidential value. Includes routine communications traffic handling/processing such as naval messages received/sent.	Trigger(s)	TEMPORARY: Destroy when 6 months old.	x	GRS 23.7	[\$] Common across chapters. Need a common description for each.
2280.3b	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). b. CMS 17/ SF 153 (or equivalent) issues of AL 3/AL 4 material.		Destroy 90 days from last date listed.	6m	N1-NU-89-1 / 2280/3/B	
2280.3d	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). d. CMS 2-1 working copies		Destroy 90 days from last date listed.	6m	N1-NU-89-1 / 2280/3/D	
2280.3e(1)	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). e. CMS 2-3 and/or CMS 2-4 (If only Confidential and below is listed, CMS 2-3 and CMS 2-4 need not be retained.) (1) Original copies.		Destroy 90 days from date all material listed is destroyed.	6m	N1-NU-89-1 / 2280/3/E/1	
2280.3g	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). g. CMS Running Inventory, retyped pages		Destroy when 90 days old.	6m	N1-NU-89-1 / 2280/3/G	
2280.3h	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). h. CMS Running Inventory, pages removed because all listed items have been disposed of		Destroy when 90 days old.	6m	N1-NU-89-1 / 2280/3/H	
2280.4a	COMSEC MATERIAL SYSTEM, GENERAL	4. Destruction Records. a. Local, used to record destruction of AL 3/AL 4 material (Required only for Secret and Top Secret material. If SF 153 used to summarized individual completed records for segmented keying material, those records may be destroyed as soon as SF 153 summary is verified.)		Destroy when 90 days old.	6m	N1-NU-89-1 / 2280/4/A	
2280.4b	COMSEC MATERIAL SYSTEM, GENERAL	4. Destruction Records. b. Local, used to record destruction of AL 1/AL 2 material.		Destroy when 90 days old, with submission of applicable CMS 2-1 (or SF 153) to DCMS.	6m	N1-NU-89-1 / 2280/4/B	
2280.9	COMSEC MATERIAL SYSTEM, GENERAL	9. PROGRESSIVE WATCH INVENTORY.		Destroy when 30 days old.	6m	N1-NU-89-1 / 2280/9	
2310.6c	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT SHORE STATIONS. c. Top Secret control log.		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/6/C	
2310.6d	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT SHORE STATIONS. d. Watch-to-watch inventory.		Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/6/D	
2310.6e	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT SHORE STATIONS. e. Circuit (teletype) log and monitor rolls.		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/6/E	
2310.6f	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT SHORE STATIONS. f. Tape relay station monitoring tapes or page copies of outgoing messages and service desk rerun records (primary relay station log records of all messages).		Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/6/F	
2251.1	PROJECT MANAGEMENT	1. RECORDS relating to the Department of the Navy's cryptographic equipment resources from procurement through final destruction, including the coordination of logistic support among various activities internal and external to Department of the Navy (DON). (Exclude primary program records covered by 2250.1.)		Destroy upon completion of project or when no longer needed.	wnln	N1-NU-89-1 / 2251/1	
2252.1	MODIFICATIONS TO CRYPTOGRAPHIC EQUIPMENT	1. RECORDS relating to software changes which do not affect the electrical or mechanical characteristics of cryptographic equipment.		Destroy when superseded or obsolete.	wnln	N1-NU-89-1 / 2252/1	

2000-18	COMSEC Material System	Information relating to COMSEC Material System and the accounting, distribution, and stowage of COMSEC material.	Trigger(s)	TEMPORARY: Destroy or delete following COMSEC procedures.	x		[!] Needs researching
2280.11	COMSEC MATERIAL SYSTEM, GENERAL	11. SPECIAL AUTHORIZATIONS CORRESPONDENCE.		Destroy when requirement expires or is cancelled, or when special holdings becomes a permanent part of the command's authorized holdings.	wnln	N1-NU-89-1 / 2280/11	
2280.3a	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). a. CMS 17/ SF 153 (or equivalent) issues of AL 1/AL material.		Destroy upon submission of CMS 2-1A to DCMS for all material listed.	wnln	N1-NU-89-1 / 2280/3/A	
2280.3f	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). f. Custodian/Alternate Letters of Appointment (CMA account and local holder.)		Destroy upon appointment of replacement personnel.	wnln	N1-NU-89-1 / 2280/3/F	
2280.3i	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). i. CMS Transaction Log, retyped pages.		Destroy when accuracy of new page has been confirmed.	wnln	N1-NU-89-1 / 2280/3/I	
2280.3m	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). m. CMS 16-1 Change of Custodian.		Destroy upon receipt of verification of next semi annual inventory.	wnln	N1-NU-89-1 / 2280/3/M	
2280.5	COMSEC MATERIAL SYSTEM, GENERAL	5. Local holder/user local inventory report.		Destroy when no longer needed.	wnln	N1-NU-89-1 / 2280/5	
2282.1	DISTRIBUTION AND ALLOWANCE	1. Routine records relating to routine and emergency distribution of COMSEC keying material to CMS accounts.		Destroy when CMS material is cleared from account by Director, CMS.	wnln	N1-NU-89-1 / 2282/1	
2283.1	ACCOUNTING AND INVENTORY CONTROL	1. Routine records relating to the proper accounting for all COMSEC material from production to destruction.		Destroy when CMS material is cleared from account by Director, CMS.	wnln	N1-NU-89-1 / 2283/1	
2285.1	COMSEC MATERIAL SYSTEM ISSUING OFFICES	1. Routine records relating to the secure stowage, accounting and distribution of cryptographic equipment, ancillary devices, keying material, operating and maintenance manuals, and COMSEC related publications and forms to CMS accounts.		Destroy when account is closed.	wnln	N1-NU-89-1 / 2285/1	

2000-19	GRS 27 - Chief Information Officer Program Planning:	Information relating to Chief Information Officer Programs and Initiatives. Included are records that document DON-wide IT goals; specify milestones to be achieved; identifying performance measures for the DON's IT portfolio; or summarize the underlying principles and approach by which the DON will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the DON mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records. Includes CIO Subject and Office records; Legal and Regulatory Compliance records; and records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	x	GRS 27	GRS
2600.1	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	1. Information Technology (IT) Program Planning Records. DON CIO Records relating to the development of DON IT programs. Included are records that document DON-wide IT goals; specify milestones to be achieved; identifying performance measures for the DON's IT portfolio; or summarize the underlying principles and approach by which the DON will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the DON mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records. NOTE: This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of a SF 115 to NARA.		Cutoff annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.	7	GRS 27.1	
2600.2	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	2. Enterprise Architecture Records. Records identifying the IT systems and networks required to perform the DON's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the DON's baseline architecture, target architecture, and related sequencing plans.		Cutoff when superseded by a new iteration of the enterprise architecture. Destroy/delete when 7 years old or when no longer needed, whichever is later.	7	GRS 27.2	
2600.3	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	3. IT Capital Investment Records. Records documenting the integration of IT investments with DON-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the DON's capital investment portfolio; and clearance and review records. NOTE: Records needed to support contracts are under SSIC 4330.		Cutoff annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.	7	GRS 27.3	
2600.4	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	4. Legal and Regulatory Compliance Records. Records documenting DON's compliance with Federal and DON IRM laws and regulations, including systems and reports created to support compliance with the mandates of OMB, GAO, DON, other Federal IRM and IT oversight agencies.		Cutoff annually. Destroy/delete when 5 years old.	7	GRS 27.4	
2600.5	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	5. CIO Committee Records. Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records. NOTE: Records of Government-wide committees sponsored by CIOs, such as Federal Chief Information Officers Council, are not covered by this item.		Cutoff annually. Destroy/delete when 5 years old.	7	GRS 27.5t	
2600.6	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	6. CIO Subject and Office Records. Records not otherwise identified in this paragraph that include briefings, reports, presentations, studies, correspondence, and other documents created to support IT program objectives; responses to and decisions on matters affecting the IT program; or operational and managerial guidance to all organizational segments of the DON.		Cutoff annually. Destroy/delete when 5 years old	7	GRS 27.6	
2600.7	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	7. Schedules of Daily Activities. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the CIO while serving in an official capacity, EXCLUDING materials determined to be personal and those that have been incorporated into other recordkeeping systems.  NOTE: This item applies only to records of the CIO, not of the office's subordinate staff.		Cutoff annually. Destroy/delete when not less than 2 years but not more than 5 years old.	7	GRS 27.7	
2000-20	GRS 24.10 - Information Technology Customer Service:	Information relating to IT customer service. Includes, but not limited to providing help desk information to customers, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers, Help desk logs and reports and other files related to customer query and problem responses, query monitoring and clearance, and customer feedback records, and related trend analysis and reporting.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 1 year after cutoff.	x	GRS 24.10	GRS
2620.10a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	10. IT Customer Service Files. a. Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.		Destroy/delete 1 year after record is superseded or obsolete.	3	GRS 24.10a	
2620.10b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	10. IT Customer Service Files. b. Help desk logs and reports and other files related to customer query and problem responses, query monitoring and clearance, and customer feedback records, and related trend analysis and reporting.		Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.	3	GRS 24.10b	
2000-21	GRS 20.9 - Finding Aids (or Indexes):	Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Trigger(s)	TEMPORARY: Destroy with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.	x	GRS 20.9	GRS
2610.10	ELECTRONIC RECORDS	10. Finding Aids (or Indexes). Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.		Delete with related records or when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.	wnIn	GRS 20.9	



2000-22	GRS 3.1 010 - Information Technology Development Project Records, Infrastructure Project Records:	<p>Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes requirements for and implementation of functions such as:</p> <ul style="list-style-type: none"> <li>• maintaining network servers, desktop computers, and other hardware,</li> <li>• installing and upgrading network operating systems and shared applications, and</li> <li>• providing data telecommunications; and infrastructure development and maintenance such as acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting.</li> </ul> <p>Includes records such as:</p> <ul style="list-style-type: none"> <li>• installation and testing records</li> <li>• installation reviews and briefings</li> <li>• quality assurance and security review</li> <li>• requirements specifications</li> <li>• technology refresh plans</li> <li>• operational support plans</li> <li>• test plans</li> <li>• models, diagrams, schematics, and technical documentation</li> </ul> <p>Exclusion: Records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of a records schedule to NARA.</p> <p><i>Note: Records concerning the development of each information technology (IT) system and software application are covered.</i></p>	Trigger(s)	TEMPORARY: Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0006	GRS
2610.1a	ELECTRONIC RECORDS	<p>1. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.</p> <p>a. Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records.</p>		Delete/destroy when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	wnIn	GRS 20.1a	
2620.11a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>11. IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new DON IT infrastructure (see "Note"), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results.</p> <p>a. Records for projects that are not implemented.</p>		Destroy/delete 1 year after final decision is made.	3	GRS 24.11a	
2620.11b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>11. IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new DON IT infrastructure (see "Note"), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results.</p> <p>b. Records for projects that are implemented.</p>		Destroy/delete 5 years after project is terminated.	7	GRS 24.11b	

2620.11c	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>11. IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new DON IT infrastructure (see "Note"), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results.</p> <p>c. Installation and testing records.</p>	<p>Destroy/delete 3 years after final decision on acceptance is made.</p> <p>NOTE: IT infrastructure means the basic systems and services used to supply the activity and its staff with access to computers and data telecommunications. Components include hardware such as printers, desk and laptop computers, network and web servers, routers, hubs, and network cabling, as well as software such as operating systems (e.g., Microsoft Windows and Novell NetWare) and shared applications (e.g., electronic mail, word processing, and database programs). The services necessary to design, implement, test, validate, and maintain such components are also considered part of an activity's IT infrastructure. However, records relating to specific systems that support or document mission goals are not covered by this subparagraph and must be scheduled individually by the activity by submission of a SF 115 to NARA.</p>	3	GRS 24.11c	
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2000-23	GRS 3.1 011 - Information Technology Development Project Records, System Development Records:	<p>These records relate to the development of information technology (IT) systems and software applications through their initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Records include case files containing documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving. Includes records such as:</p> <ul style="list-style-type: none"> <li>• project plans</li> <li>• feasibility studies</li> <li>• cost analyses</li> <li>• requirements documents</li> <li>• compliance documents including: <ul style="list-style-type: none"> <li>o Privacy Threshold Analyses (PTAs)</li> <li>o Privacy Impact Assessments (PIAs)</li> <li>o Security Plan</li> <li>o Information Protection Plan</li> </ul> </li> <li>• change control records</li> <li>• Project Schedule</li> <li>• Plan of Action and Milestones (POA&amp;M)</li> <li>• Configuration Management Plan</li> <li>• Resource Management Plan</li> <li>• Risk Assessment/Mitigation Plan</li> <li>• Security Plan</li> <li>• Disaster Recovery Plan</li> <li>• Test /Acceptance Plan</li> <li>• Quality Control Plan</li> <li>• Deployment Guide</li> <li>• User Guide</li> <li>• Training Guide</li> <li>• Authorization to Operate (ATO)</li> </ul> <p>Exclusion: This item does not apply to system data or content.</p> <p>Note 1: For certain technical documentation (e.g., data dictionaries, file specifications, code books, record layouts, etc.) related to the detailed, as-built design or maintenance of an electronic system containing permanent records, use the GRS Item Documentation Necessary for Preservation of Permanent Electronic Records.</p> <p>Note 2: This is consistent with the fact that the most complete version of system documentation is retained within the</p>	Trigger(s)	<p><b>TEMPORARY: Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.</b></p>	x	DAA-GRS-2013-0005-0007	GRS
2610.1a	ELECTRONIC RECORDS	<p>1. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.</p> <p>a. Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records.</p>		Delete/destroy when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	wnIn	GRS 20.1a	
3149.1a	SOFTWARE DEVELOPMENT	<p>1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts.</p> <p>a. DBDB-V software, by version/date</p>		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 14	moved from ch. 3 to ch. 2 to better align with correct functional area
3149.1b	SOFTWARE DEVELOPMENT	<p>1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts.</p> <p>b. BHPP software, by version/date</p>		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 15	moved from ch. 3 to ch. 2 to better align with correct functional area
3149.1c	SOFTWARE DEVELOPMENT	<p>1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts.</p> <p>c. Data Warehouse software, by version/date</p>		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 16	moved from ch. 3 to ch. 2 to better align with correct functional area
3149.1d	SOFTWARE DEVELOPMENT	<p>1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts.</p> <p>d. Area Based Editor.</p>		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 17	moved from ch. 3 to ch. 2 to better align with correct functional area

3149.1e	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. e. UNISIPS		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 18	moved from ch. 3 to ch. 2 to better align with correct functional area
3149.1f	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. f. Environmental Modeling and Analysis software		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 19	moved from ch. 3 to ch. 2 to better align with correct functional area
3149.1g	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. g. Scripts Supporting Environmental Modeling and Analyses		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 20	moved from ch. 3 to ch. 2 to better align with correct functional area
3149.2a	SOFTWARE DEVELOPMENT	2. GOTS In-House Created Software Documentation. Includes documentation needed for product production. a. Software description usage (to include file format descriptions)		Destroy or delete 25 years after related software is superseded or obsolete.	30	GRS 20.11a(1)	moved from ch. 3 to ch. 2 to better align with correct functional area
3149.2b	SOFTWARE DEVELOPMENT	2. GOTS In-House Created Software Documentation. Includes documentation needed for product production. b. Processing guides.		Destroy or delete 25 years after related software is superseded or obsolete.	30	GRS 20.11a(1)	moved from ch. 3 to ch. 2 to better align with correct functional area

2000-24	<b>GRS 3.1 012 - Information Technology Development Project Records, Special Purpose Computer Programs and Applications:</b>	Computer software programs or applications that are developed by the agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule.  Exclusion 1: This item does not include software or applications necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.  Exclusion 2: This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission related function.  Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period to comply with 36 CFR Sections 1236.10, 1236.12, 1236.14, and 1236.20.	Trigger(s)	<b>TEMPORARY: Destroy when related master file or database has been destroyed, but longer retention is authorized if required for business use.</b>	x	DAA-GRS-2013-0005-0008	GRS
2610.11	ELECTRONIC RECORDS	11. Special Purpose Programs. Application software necessary solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.		Delete when related master file or database has been deleted.	wnln	GRS 20.10	

2000-25	<b>GRS 3.1 020 - Information Technology Operations and Maintenance Records:</b>	Information Technology Operations and Maintenance records relate to the activities associated with the operations and maintenance of the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. Includes records such as: <ul style="list-style-type: none"> <li>files identifying IT facilities and sites</li> <li>files concerning implementation of IT facility and site management</li> <li>equipment support services provided to specific sites: <ul style="list-style-type: none"> <li>reviews</li> <li>site visit reports</li> <li>trouble reports</li> <li>equipment service histories</li> <li>reports of follow-up actions</li> <li>related correspondence</li> </ul> </li> <li>inventories of IT assets, network circuits, and building or circuitry diagrams</li> <li>equipment control systems such as databases of barcodes affixed to IT physical assets, and tracking of [approved] personally-owned devices</li> <li>requests for service</li> <li>work orders</li> <li>service histories</li> <li>workload schedules</li> <li>run reports</li> <li>schedules of maintenance and support activities</li> <li>problem reports and related decision documents relating to the software infrastructure of the network or system</li> <li>reports on operations: <ul style="list-style-type: none"> <li>measures of benchmarks</li> <li>performance indicators</li> <li>critical success factors</li> <li>error and exception reporting</li> <li>self-assessments</li> <li>performance monitoring</li> <li>management reports</li> </ul> </li> <li>website administration <ul style="list-style-type: none"> <li>frames</li> <li>templates</li> <li>style sheets</li> <li>site maps</li> <li>codes that determine site architecture</li> <li>change requests</li> <li>site posting logs</li> <li>clearance records</li> <li>requests for correction of incorrect links or content posted</li> <li>requests for removal of duplicate information</li> <li>user logs</li> <li>search engine logs</li> <li>audit logs</li> </ul> </li> <li>records to allocate charges and track payment for software and services</li> </ul> Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records. Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the GRS for General	Trigger(s)	<b>TEMPORARY: Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.</b>	x	DAA-GRS-2013-0005-0004	GRS
2620.2	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	2. IT Facility, Site Management, and Equipment Support Services Records. Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.		Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.	3	GRS 24.2	
2620.3a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	3. IT Asset and Configuration Management Files. a. Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.		Destroy/delete 1 year after completion of the next inventory.	3	GRS 24.3a	

2620.3b(2)	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	3. IT Asset and Configuration Management Files. b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: (2) Records of routine IT maintenance on the networks infrastructure documenting preventative, corrective, adaptive, and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.		Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner. NOTE: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of subpara. 3b(1) above.	3	GRS 24.3b(2)	
2620.8a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	8. IT Operations Records. a. Workload schedules, run reports, and schedules of maintenance and support activities.		Destroy/delete when 1 year old.	3	GRS 24.8a	
2620.8b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	8. IT Operations Records. b. Problem reports and related decision documents relating to the software infrastructure of the network or system.		Destroy/delete 1 year after problem is resolved	3	GRS 24.8b	
2620.8c	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	8. IT Operations Records. c. Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring, and management reports		Destroy/delete when 3 years old.	3	GRS 24.8c	
2620.9a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	9. Financing of IT Resources and Services. NOTE: Copies of records needed to support contracts should be in procurement files, which are contained under SSIC 4200. a. Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.		Destroy/delete 3 years after agreement is superseded or terminated.	3	GRS 24.9a	
2620.9b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	9. Financing of IT Resources and Services. NOTE: Copies of records needed to support contracts should be in procurement files, which are contained under SSIC 4200. b. Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.		Destroy/delete 3 years after control measures or procedures are superseded or terminated.	3	GRS 24.9b	
2620.9c	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	9. Financing of IT Resources and Services. NOTE: Copies of records needed to support contracts should be in procurement files, which are contained under SSIC 4200. c. Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing, and other IT services EXCLUDING records that are part of the activity's cost accounting system, which are covered in SSIC 7310.		Destroy/delete records with no outstanding payment issues when 3 years old.	3	GRS 24.9c	
2630.1a(1)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. a. Web Content is published on the web sites in a variety of formats including html-encoded markup language pages, code, graphic (e.g., PDFs), textual (e.g., word processing, templates), audiovisual, and contextual hyperlinks. Content is removed from the web site when it is superseded, obsolete, or no longer needed for NCIS business. Content is backed up on electronic media (tape and/or other storage devices). The backup media are created for potential site restoration in the event of failure or other unintentional loss of content. (1) Pages containing copies of agency issuances, policy documents, guidance and tasking documents, reports, information sources, law enforcement information and notices, and informational bulletins and clippings from other sources.		Delete when superseded, obsolete, or no longer needed for the conduct of agency business, but not longer than the retention of the record copy.	wnln	N1-NU-09-7 / 1	belongs in this new GRS grouping
2630.1a(2)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. a. Web Content is published on the web sites in a variety of formats including html-encoded markup language pages, code, graphic (e.g., PDFs), textual (e.g., word processing, templates), audiovisual, and contextual hyperlinks. Content is removed from the web site when it is superseded, obsolete, or no longer needed for NCIS business. Content is backed up on electronic media (tape and/or other storage devices). The backup media are created for potential site restoration in the event of failure or other unintentional loss of content. (2) All other web content.		Delete when 2 years old or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is longer.	3	N1- NU-09-7 / 2	belongs in this new GRS grouping
2630.1a(3)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. a. Web Content is published on the web sites in a variety of formats including html-encoded markup language pages, code, graphic (e.g., PDFs), textual (e.g., word processing, templates), audiovisual, and contextual hyperlinks. Content is removed from the web site when it is superseded, obsolete, or no longer needed for NCIS business. Content is backed up on electronic media (tape and/or other storage devices). The backup media are created for potential site restoration in the event of failure or other unintentional loss of content. (3) Monthly snapshot of web content.		Delete when 3 years old.	3	N1-NU-09-7 / 3	belongs in this new GRS grouping
2630.1b(2)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (2) System Documentation. Technical information (including record layout and code books) and user guides, location of files, tables, and programmatic parameters among other system functions.		Destroy when 3 years old or when superseded, obsolete, or when no longer needed for reference or law-enforcement purposes, whichever is later.	3	N1-NU-09-7 / 5	belongs in this new GRS grouping
2630.1b(3)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (3) Site Traffic Reports. Statistical information about the use of the web site by visitors including number of visitors, number of page views, referring URLs, and browsers used by visitors. Reports are run on a weekly basis or whenever needed.		Delete when 2 years old.	3	N1-NU-09-7 / 6	belongs in this new GRS grouping
2630.1b(8)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (8) Software Records. Description of products used to create and maintain web presentations. These records include versions of the products used and licenses for products.		Delete 2 years after products are replaced.	3	N1-NU-09-7 / 11	belongs in this new GRS grouping
2630.1b(1)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (1) Output Records. Summary statistical reports for user purposes such as trend analysis, system response time tracking, system optimization analysis, and law-enforcement purposes.		Destroy when superseded, obsolete, or when no longer needed for reference purposes, whichever is later.	wnln	N1-NU-09-7 / 4	belongs in this new GRS grouping



2630.1b(4)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (4) Broken Links Reports. List of links that returned a 404 error. Reports are run on an as-needed basis.		Delete when superseded.	wnIn	N1-NU-09-7 / 7	belongs in this new GRS grouping
2630.1b(5)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (5) Search Result Reports. List of search terms entered by visitors to the web site. Reports are run on an as-needed basis.		Delete when no longer required for review purposes.	wnIn	N1-NU-09-7 / 8	belongs in this new GRS grouping
2630.1b(6)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (6) Traffic Logs. Information about the use of the website by visitors to include number of visitors, number of pages viewed or audio/video recordings listened to, referring URLs, and browsers used by visitors. Logs do not reveal any information about individual visitor's information except for those NCIS employee and contractor sites that are Public Key Infrastructure (PKI) enabled. Information is captured continuously.		Delete when no longer required for review purposes.	wnIn	N1-NU-09-7 / 9	belongs in this new GRS grouping
2630.1b(7)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (7) Server Configuration, Change Management, and Server Policy Files. Provides a description and history of changes made on the various servers related to the operation of the web site, including web servers and searches servers. These records are created for potential site restoration in the event of a failure or other requirement to restore the site.		Destroy when no longer required for review purposes	wnIn	N1-NU-09-7 / 10	belongs in this new GRS grouping
2630.1b(9)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (9) Server Maintenance and System Log Records. These describe events performed on the servers including login attempts and error reports.		Delete when no longer required for review purposes.	wnIn	N1-NU-09-7 / 12	belongs in this new GRS grouping
2630.1b(10)	INTERNAL/EXTERNAL WEB SITE RECORDS	(10) Templates. Templates are captured on creation and record how information is displayed on a page and are typically used to maintain consistency on the site.		Delete at time the template is superseded or cancelled.	wnIn	N1-NU-09-7 / 13	belongs in this new GRS grouping
2700.1	INTERNAL/EXTERNAL WEB SITE RECORDS	1. OPLANS (AFLOAT COM OPS) RECORDS. Records pertaining to afloat communication OPLANS for monitoring Naval Telecommunications System (NTS) participation.		Destroy when 2 years old or when superseded, whichever is earlier.	3	N1-NU-89-1 / 2700/1	belongs in this new GRS grouping

2000-26	GRS 3.1 030 - Configuration and Change Management Records:	Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes records such as: <ul style="list-style-type: none"> <li>• data and detailed reports on implementation of systems, applications and modifications</li> <li>• application sizing, resource and demand management records</li> <li>• documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes</li> <li>• documentation of software distribution (including COTS software license management files) and release or version management</li> </ul> <p>Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records.</p> <p>Note 2: Per NARA practice, documentation for permanent electronic records should be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p>Note 3: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives</p>	Trigger(s)	TEMPORARY: Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0005	GRS
2620.3b(1)	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	3. IT Asset and Configuration Management Files. b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: (1) Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.		Destroy/delete 1 year after termination of system.	3	GRS 24.3b(1)	

2000-27	GRS 3.1 040 - Information Technology Oversight and Compliance Records:	<p>Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with agency-wide or bureau-wide responsibility for managing IT operations. Includes records such as:</p> <ul style="list-style-type: none"> <li>• recurring and special reports</li> <li>• responses to findings and recommendations</li> <li>• reports of follow-up activities</li> <li>• statistical performance data</li> <li>• metrics</li> <li>• inventory of web activity</li> <li>• web use statistics</li> <li>• comments/feedback from web site or application users</li> <li>• internal and external reporting for compliance requirements relating to the Privacy Act, and electronic and Information technology accessibility under Section 508 of the Rehabilitation Act</li> <li>• system availability reports</li> <li>• target IT architecture reports</li> <li>• systems development lifecycle handbooks</li> <li>• computer network assessments and follow-up documentation</li> <li>• vulnerability assessment reports</li> <li>• assessment and authorization of equipment</li> <li>• Independent Verification and Validation (IV&amp;V) reports</li> <li>• contractor evaluation reports</li> <li>• quality assurance reviews and reports</li> <li>• market analyses and performance surveys</li> <li>• benefit-cost analyses</li> <li>• make vs. buy analysis</li> <li>• reports on implementation of plans</li> <li>• compliance reviews</li> <li>• data measuring or estimating impact and compliance</li> </ul>	Trigger(s)	TEMPORARY: Destroy 5 years after the project / activity / transaction is completed or superseded, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0010	GRS
2620.1a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>1. Oversight and Compliance Files. Records in offices with DON-wide or command-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.</p> <p>a. Performance measurements and benchmarks.</p>		Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	7	GRS 24.1a	
2620.1b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>1. Oversight and Compliance Files. Records in offices with DON-wide or command-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.</p> <p>b. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance.</p>		<p>Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.</p> <p>NOTE: See subparagraph 3b, below, for performance files relating to systems.</p>	3	GRS 24.1b	
2000-28	GRS 3.1 050 - Data Administration Records, Documentation Necessary for Preservation of Permanent Electronic Records:	<p>Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records, including:</p> <ul style="list-style-type: none"> <li>• data/database dictionary records</li> <li>• data systems specifications</li> <li>• file specifications</li> <li>• code books</li> <li>• record layouts</li> <li>• metadata</li> <li>• user guides</li> <li>• output specifications</li> </ul> <p>Note 1: Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p>Note 2: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.</p>		PERMANENT: Transfer to the National Archives with the permanent electronic records to which the documentation relates.	x	DAA-GRS-2013-0005-0002	GRS

2610.12a(2)	ELECTRONIC RECORDS	<p>12. Documentation.</p> <p>a. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database, or other electronic records.</p> <p>(2) Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved DON schedule.</p>		PERMANENT. Transfer to the National Archives with the permanent electronic records to which the documentation relates.	p	GRS 20.11a(2)	
2000-29	GRS 3.1 051 - Data Administration Records, All Documentation for Temporary Electronic Records and Documentation not Necessary for Preservation of Permanent Records:	<p>Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including</p> <ul style="list-style-type: none"> <li>• data/database dictionary records</li> <li>• data systems specifications</li> <li>• file specifications</li> <li>• code books</li> <li>• record layouts</li> <li>• metadata</li> <li>• user guides</li> <li>• output specifications</li> </ul> <p>and also the following records for all electronic records whether scheduled as temporary or permanent</p> <ul style="list-style-type: none"> <li>• software operating manuals</li> <li>• data standards</li> <li>• table and dependency descriptions</li> <li>• taxonomies</li> <li>• schemas</li> <li>• registries</li> <li>• source code</li> <li>• physical data model</li> </ul>	Trigger(s)	TEMPORARY: Destroy 5 years after the project / activity / transaction is completed or superseded, or the associated system is terminated, or data is migrated to a successor system, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0003	GRS
2610.12a(1)	ELECTRONIC RECORDS	<p>12. Documentation.</p> <p>a. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database, or other electronic records.</p> <p>(1) Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved DON schedule.</p>		Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.	wnln	GRS 20.11a(1)	
2000-30	GRS 3.2 010 - Systems and Data Security Records:	<p>These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and relate to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses. Includes records such as:</p> <ul style="list-style-type: none"> <li>• System Security Plans</li> <li>• Disaster Recovery Plans</li> <li>• Continuity of Operations Plans</li> <li>• published computer technical manuals and guides</li> <li>• examples and references used to produce guidelines covering security issues related to specific systems and equipment</li> <li>• records on disaster exercises and resulting evaluations</li> <li>• network vulnerability assessments</li> <li>• risk surveys</li> <li>• service test plans</li> </ul>	Trigger(s)	TEMPORARY: Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.	x	DAA-GRS-2013-0006-0001	GRS
2620.5a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>5. Files Related to Maintaining the Security of Systems and Data.</p> <p>a. System Security Plans and Disaster Recovery Plans.</p>		Destroy/delete 1 year after system is superseded.	3	GRS 24.5a	
2620.5b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>5. Files Related to Maintaining the Security of Systems and Data.</p> <p>b. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files, and data</p>		Destroy/delete 1 year after system is superseded.	3	GRS 24.5b	

2000-31	GRS 3.2 020 - Computer Security Incident Handling, Reporting and Follow-up Records:	<p>A computer incident within the Federal Government as defined by NIST Special Publication 800-61, Computer Security Incident Handling Guide, Revision 2, (August 2012) is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. This item covers records relating to attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper staff usage, failure of security provisions or procedures, and potentially compromised information assets. It also includes agency reporting of such incidents both internally and externally. Includes records such as:</p> <ul style="list-style-type: none"> <li>• reporting forms</li> <li>• reporting tools</li> <li>• narrative reports</li> <li>• background documentation</li> </ul> <p>Note: Any significant incidents (e.g., a major system failure or compromise of critical government data) must be documented in program records, such as those in the office of the Inspector General, which must be scheduled separately by submitting an SF 115 to NARA.</p>	Trigger(s)	TEMPORARY: Destroy 3 year(s) after all necessary follow-up actions have been completed, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0006-0002	GRS
2620.7	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	7. Computer Security Incident Handling, Reporting, and Follow-up Records.		Destroy/delete 3 years after all necessary follow-up actions have been completed.	3	GRS 24.7	

2000-32	GRS 3.2 030 - System Access Records, Systems not Requiring Special Accountability for Access:	<p>These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Includes records such as:</p> <ul style="list-style-type: none"> <li>• user profiles</li> <li>• log-in files</li> <li>• password files</li> <li>• audit trail files and extracts</li> <li>• system usage files</li> <li>• cost-back files used to assess charges for system use</li> </ul> <p>Exclusion 1. Excludes records relating to electronic signatures.</p> <p>Exclusion 2. Does not include monitoring for agency mission activities such as law enforcement.</p> <p>These are user identification records generated according to preset requirements, typically system generated. A system may,</p>	Trigger(s)	TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-0006-0003	GRS
2610.1c	ELECTRONIC RECORDS	<p>1. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.</p> <p>c. Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.</p>		Delete/destroy when the activity determines they are no longer needed for administrative, legal, audit, or other operational purposes.	wnIn	GRS 20.1c	

2000-33	GRS 3.2 031 - System Access Records, Systems Requiring Special Accountability for Access:	<p>These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Includes records such as:</p> <ul style="list-style-type: none"> <li>• user profiles</li> <li>• log-in files</li> <li>• password files</li> <li>• audit trail files and extracts</li> <li>• system usage files</li> <li>• cost-back files used to assess charges for system use</li> </ul> <p>Exclusion 1. Excludes records relating to electronic signatures.</p> <p>Exclusion 2. Does not include monitoring for agency mission activities such as law enforcement.</p> <p>These are user identification records associated with systems which are highly sensitive and potentially vulnerable</p>	Trigger(s)	TEMPORARY: Destroy 6 years after password is altered or user account is terminated, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0006-0004	GRS
2620.6a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>6. User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signature.</p> <p>a. Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.</p>		Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.	7	GRS 24.6a	

2000-34	GRS 3.2 040 - System Backups and Tape Library Records, Incremental Backup Files:	Backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data.	Trigger(s)	TEMPORARY: Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later.	x	DAA-GRS-2013-0006-0005	GRS
2620.4a(1)	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>4. System Backups and Tape Library Records.</p> <p>a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p>		(1) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.	wnIn	GRS 24.4a(1)	

2630.1b(11)(a)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (11) Backup of Files. Backup media maintained for potential system restoration in event of a system failure or other unintentional loss of data. (a) Incremental backup media.		Delete incremental backup media when superseded by a full backup, or when no longer needed for system restoration, whichever is later.	wnIn	GRS 24.4a(1)	
2000-35	GRS 3.2 041 - System Backups and Tape Library Records, Full Backup Files:	Backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data.	Trigger(s)	<b>TEMPORARY: Destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.</b>	x	DAA-GRS-2013-0006-0006	GRS
2620.4a(2)	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	4. System Backups and Tape Library Records. a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.		(2) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. NOTE: See SSIC 2610, 9, for backups of master files and databases.	wnIn	GRS 24.4a(2)	
2630.1b(11)(b)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (11) Backup of Files. Backup media maintained for potential system restoration in event of a system failure or other unintentional loss of data. (b) Full backup media.		Delete full backup media when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.	wnIn	GRS 24.4a(2)	
2000-36	GRS 3.2 050 - Backups of Master Files and Databases, Permanent Master Files:	Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.	Trigger(s)	<b>TEMPORARY: Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer request has been signed by the National Archives, but longer retention is authorized if required for business use.</b>	x	DAA-GRS-2013-0006-0007	GRS
2610.9a	ELECTRONIC RECORDS	9. Backups of Files. Electronic copy, considered by the activity to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased. a. File identical to records scheduled for transfer to the National Archives.		Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.	wnIn	GRS 20.8a	
2630.1b(12)(a)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (12) Backups of Files. Electronic copy of the master copy of the web files and retained in case the master file or database is damaged or inadvertently erased. (a) File identical to records scheduled for transfer to the National Archives.		Delete when the identical records have been captured in a subsequent backup or when the identical records have been transferred to the National Archives and successfully copied.	wnIn	GRS 20.8a	
2000-37	GRS 3.2 051 - Backups of Master Files and Databases, Temporary Master Files:	Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.	Trigger(s)	<b>TEMPORARY: Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file, but longer retention is authorized if required for business use.</b>	x	DAA-GRS-2013-0006-0008	GRS
2610.9b	ELECTRONIC RECORDS	9. Backups of Files. Electronic copy, considered by the activity to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased. b. File identical to records authorized for disposal in a NARA-approved records schedule.		Delete when the identical records have been deleted, or when replaced by a subsequent backup file.	wnIn	GRS 20.8b	
2630.1b(12)(b)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (12) Backups of Files. Electronic copy of the master copy of the web files and retained in case the master file or database is damaged or inadvertently erased. (b) File identical to records authorized for disposal in a NARA-approved records schedule.		Delete when the identical records have been deleted, or when replaced by a subsequent backup file.	wnIn	GRS 20.8b	



2000-38	GRS 3.2 060 - PKI Administrative Records, FBCA CAs:	<p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>Policies and procedures planning records relate to defining and establishing PKI systems. Records relate to such activities as determining that a PKI should be established; creating project implementation plans; creating the certificate policy (CP), certification practice statement (CPS), and other key operating documents; developing procedures in accordance with the CP and CPS; conducting risk analyses; developing records management policies (including migration strategies); and selecting the entity that will serve as registration authority (RA). Stand-up configuration and validation records relate to installing and validating both the Certification Authority (CA) and Registration Authority (RA), obtaining final approval or rejection from the agency's oversight or authorizing body, creating and generating a CA signature key, testing security procedures for the CA and RA, validating certification revocation procedures, and establishing back-up and storage for the PKI system. Operation records relate to the certification application; certificate issuance and key generation (including key pair generation and private key loading and storage of private keys and components of private keys); certificate acceptance, validation, revocation, suspension, replacement, and renewal; creating and maintaining an event log; and installing and validating software updates. Audit and monitor records relate to conducting periodic internal and external reviews of auditable events specified in the Federal Bridge Certification Authority (FBCA) X.509 Certificate Policy and other Entity CA policies, monitoring compliance with security requirements specified in the CPS and other operating procedures, investigating internal fraud or misconduct, and conducting internal and external audits of software and systems security. Termination, consolidation, or reorganization records relate to terminating, consolidating, or reorganizing a PKI; notifying subscribers of decisions, transferring inactive keys and revocation certificate lists to storage repositories, transferring consenting subscribers' and certificates and related materials to a new Certificate Authority, destroying sensitive records involving privacy (in accordance with an authorized records schedule), and shutting down and disposing of RA hardware and CA software.</p> <p>Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine which PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction-to transaction.</p>	Trigger(s)	TEMPORARY: Destroy when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.	x	N1-GRS-07-3, item 13a1	GRS No DON SSIC to crosswalk
2000-39	GRS 3.2 061 - PKI Administrative Records, Other (non-FBCA et. AL) CAs:	<p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>Policies and procedures planning records relate to defining and establishing PKI systems. Records relate to such activities as determining that a PKI should be established; creating project implementation plans; creating the certificate policy (CP), certification practice statement (CPS), and other key operating documents; developing procedures in accordance with the CP and CPS; conducting risk analyses; developing records management policies (including migration strategies); and selecting the entity that will serve as registration authority (RA). Stand-up configuration and validation records relate to installing and validating both the Certification Authority (CA) and Registration Authority (RA), obtaining final approval or rejection from the agency's oversight or authorizing body, creating and generating a CA signature key, testing security procedures for the CA and RA, validating certification revocation procedures, and establishing back-up and storage for the PKI system. Operation records relate to the certification application; certificate issuance and key generation (including key pair generation and private key loading and storage of private keys and components of private keys); certificate acceptance, validation, revocation, suspension, replacement, and renewal; creating and maintaining an event log; and installing and validating software updates. Audit and monitor records relate to conducting periodic internal and external reviews of auditable events specified in the Federal Bridge Certification Authority (FBCA) X.509 Certificate Policy and other Entity CA policies, monitoring compliance with security requirements specified in the CPS and other operating procedures, investigating internal fraud or misconduct, and conducting internal and external audits of software and systems security. Termination, consolidation, or reorganization records relate to terminating, consolidating, or reorganizing a PKI; notifying subscribers of decisions, transferring inactive keys and revocation certificate lists to storage repositories, transferring consenting subscribers' and certificates and related materials to a new Certificate Authority, destroying sensitive records involving privacy (in accordance with an authorized records schedule), and shutting down and disposing of RA hardware and CA software.</p> <p>Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine which PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction-to transaction.</p>	Trigger(s)	TEMPORARY: Destroy when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.	x	N1-GRS-07-3, item 13a2	GRS No DON SSIC to crosswalk

2000-40	GRS 3.2 062 - PKI Transaction-Specific Records:	<p>Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology. Records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. Along with PKI administrative and other administrative records, transaction-specific records are part of the PKI trust documentation set that establish or support the trustworthiness of a transaction. They may vary from transaction-to- transaction and agency-to-agency. When retained to support the authentication of an electronic transaction content record (information record), PKI digital signature transaction records are program records.</p> <p>Note: Extreme care must be taken when applying the GRS-PKI to transaction records. Destruction of the transaction-specific and administrative records embedded in the transaction stream prior to the authorized retention of the information record that they access/protect will render the PKI incapable of performing what it is designed to do-protect and provide access to the information record. Due to the relative newness of PKI technology, both from an implementation and a litigation perspective, it is recommended that agencies identify all PKI transaction records (including PKI select administrative records embedded in the transaction stream and transaction-specific records) to be retained as part of the trust documentation for the records the PKI is designed to protect and or access and link the retention of the transaction records with that of the information record it protects/accesses. Transaction records must be retained as trust documentation set records together with the content/information record.</p>	Trigger(s)	TEMPORARY: Destroy when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or in the case of permanent records, when the record is transferred to NARA legal custody. Longer retention is authorized if the agency determines that transaction-specific PKI records are needed for a longer period.	x	N1-GRS-07-3, item 13b	GRS No DON SSIC to crosswalk
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2000-41	GRS 4.3 010 - Hardcopy or Analog Input/Source Records:	<p>The GRS only covers hardcopy or analog records incorporated into an electronic system in their entirety or converted to an electronic format in their entirety. The types of input records that may be included are:</p> <ul style="list-style-type: none"> <li>• hard copy forms used for data input</li> <li>• hard copy documents that are scanned into an electronic recordkeeping system</li> <li>• hard copy or analog still pictures, sound recordings, motion picture film, or video recordings that were previously scheduled as temporary</li> </ul> <p>Hardcopy or analog records previously scheduled as temporary used to create, update, or modify electronic records incorporated in their entirety into an electronic system. Not media neutral. Applies to hardcopy or analog records only.</p>		TEMPORARY: Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0001-0001	<p>[\$] Common across chapters. Need a common description for each.</p> <p>[#] Combine with other similar GRS in other chapters</p> <p>New GRS</p>
2610.2a(4)	ELECTRONIC RECORDS	<p>2. Input/Source Records.</p> <p>a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.)</p> <p>(4) Hard copy documents other than those covered by records series 2a(1) – (3), above.</p>		Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 1225.24(a)(1), whichever is later	wnIn	GRS 20.2a(4)	

2000-42	GRS 4.3 020 - Electronic Input/Source Records:	<p>Electronic records used to create, update, or modify records in an electronic recordkeeping system. Including:</p> <ul style="list-style-type: none"> <li>• electronic files that duplicate information from a source electronic system for input into another electronic system</li> <li>• electronic records received from another agency and used as input/ source records by the receiving agency (see exclusions)</li> <li>• computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database</li> <li>• metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations</li> </ul> <p>Exclusion 1: Original electronic records maintained in the source system.</p> <p>Exclusion 2: Electronic input records required for audit and legal purposes.</p> <p>Exclusion 3: Electronic input records produced by another agency under the terms of an interagency agreement or records created by another agency in response to the specific information needs of the receiving agency.</p> <p>Not media neutral. Applies to electronic records only.</p>	Trigger(s)	TEMPORARY: Destroy immediately after data have been entered or otherwise incorporated into the master file or database and verified, but longer retention is authorities if required for business use.	x	DAA-GRS-2013-0001-0004	GRS
2610.1b	ELECTRONIC RECORDS	<p>1. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.</p> <p>b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.</p>		Delete after information has been transferred to the master file and verified.	wnIn	GRS 20.1b	
2610.2b	ELECTRONIC RECORDS	<p>2. Input/Source Records.</p> <p>a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.)</p> <p>b. Electronic records, except as noted in subpara. 2c, below, entered into the system during an update process, and not required for audit and legal purposes.</p>		Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, the master file or database, whichever is later.	wnIn	GRS 20.2b	

2610.2c	ELECTRONIC RECORDS	2. Input/Source Records. a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.) c. Electronic records received from another agency and used as input/source records by the receiving activity, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.		Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.	wnIn	GRS 20.2c	
2610.2d	ELECTRONIC RECORDS	2. Input/Source Records. a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.) d. Computer files or records containing uncalibrated and invalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.		Delete after the necessary data have been incorporated into a master file.	wnIn	GRS 20.2d	
2610.13c	ELECTRONIC RECORDS	13. Downloaded and Copied Data. Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the activity, when the original data is retained. c. Metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.		Delete from the receiving system or device when no longer needed for processing. NOTE: See SSIC 2610, 5 for other extracted data.	wnIn	GRS 20.12c	

2000-43	GRS 4.3 030 - Output Records, Ad Hoc Reports:	Output records are records derived directly from the system master record. Examples include system generated reports (in hardcopy or electronic format), online displays or summary statistical information, or any combination of the above. By contrast, reports created using system information but not created directly from the system itself are not system output records, for example an annual report that agency staff prepares based on reviewing information in the system.  Exclusion 1: Query results or electronic reports created for a specific business need such as an established reporting requirement or a response to a formal request from a higher level office of the agency or an entity external to the agency. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.  Exclusion 2: Any hard copy records printed directly from the electronic systems that are not described below. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.  <b>Ad hoc reports.</b> Reports derived from electronic records or system queries created on an ad hoc, or one-time, basis for reference purposes or that have no business use beyond immediate need. This item includes ad hoc reports created from or queries conducted across multiple linked databases or systems.  Exclusion 1: Reports created to satisfy established reporting requirements (e.g. statistical reports produced quarterly in accordance with an agency directive or other regular reports to management officials).  Exclusion 2: Records containing substantive information, such as annotations, that is not included in the electronic records. (Reports that contain substantive information should be disposed of in accordance with a NARA-approved schedule that covers the series in which they are filed.)		<b>TEMPORARY: Destroy when business use ceases.</b>	x	DAA-GRS-2013-0001-0005	[S] Common across chapters. Need a common description for each.  [#] Combine with other similar GRS in other chapters  New GRS
2610.13a	ELECTRONIC RECORDS	13. Downloaded and Copied Data. Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the activity, when the original data is retained. a. Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis, or review.		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	wnIn	GRS 20.12a	
2610.13b	ELECTRONIC RECORDS	13. Downloaded and Copied Data. Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the activity, when the original data is retained. b. Derived data that provide user access in lieu of hard copy reports that are authorized for disposal.		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	wnIn	GRS 20.12b	
2610.17	ELECTRONIC RECORDS	17. Hardcopy Printouts Created to Meet Ad Hoc Business Needs. Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.		Destroy when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the record series in which they are filed.)	wnIn	GRS 20.16	



2000-44	GRS 4.3 031 - Output Records, Data File Outputs:	<p>Output records are records derived directly from the system master record. Examples include system generated reports (in hardcopy or electronic format), online displays or summary statistical information, or any combination of the above. By contrast, reports created using system information but not created directly from the system itself are not system output records, for example an annual report that agency staff prepares based on reviewing information in the system.</p> <p><b>Exclusion 1:</b> Query results or electronic reports created for a specific business need such as an established reporting requirement or a response to a formal request from a higher level office of the agency or an entity external to the agency. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p><b>Exclusion 2:</b> Any hard copy records printed directly from the electronic systems that are not described below. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p><b>Data file outputs.</b> Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including:</p> <ul style="list-style-type: none"> <li>• data files consisting of summarized or aggregated information (See exclusions)</li> <li>• electronic files consisting of extracted information (See exclusions)</li> <li>• print file (electronic files extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports)</li> <li>• technical reformat files (electronic files consisting of copies of a master file or part of a master file used for information exchange) (See exclusions)</li> </ul> <p><b>Exclusion 1:</b> Data files that are created as disclosure-free files to allow public access to the data.</p> <p><b>Exclusion 2:</b> Data files consisting of summarized information from unscheduled electronic records or records scheduled as permanent but that no longer exist or can no longer be accessed.</p> <p><b>Exclusion 3:</b> Data extracts produced by an extraction process which changes the informational content of the source master file or database.</p> <p><b>Exclusion 4:</b> Technical reformat files created for transfer to NARA.</p> <p><b>Exclusion 5:</b> Data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under GRS 4.2, item 15a (DAA-GRS-2013-0007-0012).</p>	Trigger(s)	TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-0001-0006	GRS
2610.5	ELECTRONIC RECORDS	5. Data Files Consisting of Summarized Information. Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after 1 January 1988, EXCLUDING data files that are created as disclosure-free files to allow public access to the data which may not be destroyed before securing NARA approval.		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes. NOTE: Data files consisting of summarized information which were created from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed, may not be destroyed before securing NARA approval.	wnln	GRS 20.4	
2610.6	ELECTRONIC RECORDS	6. Records Consisting of Extracted Information. Electronic files consisting solely of records extracted from a single master file or database that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: <ul style="list-style-type: none"> <li>• Produced as disclosure-free files to allow public access to the data; or</li> <li>• Produced by an extraction process which changes the informational content of the source master file or database; which may not be destroyed before securing NARA approval. For print and technical reformat files see records subparagraphs 7 and 8, below, respectively.</li> </ul>		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes. NOTE: (1) Records consisting of extracted information that was created from a master file or database that is unscheduled, or that was scheduled as permanent, but no longer exists or no longer can be accessed, may not be destroyed before securing NARA approval. (2) See paragraph 13 of this section for other extracted data.	wnln	GRS 20.5	
2610.7	ELECTRONIC RECORDS	7. Print File. Electronic file extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports.		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	wnln	GRS 20.6	
2610.8	ELECTRONIC RECORDS	8. Technical Reformat File. Electronic file consisting of data copied from a complete or partial master file or database made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	wnln	GRS 20.7	

2000-45	GRS 4.3 040 - Non-Recordkeeping Copies of Electronic Records:	<p>Non-recordkeeping copies of electronic records maintained in email systems, computer hard drives or networks, web servers, or other location after the recordkeeping copy has been copied to a recordkeeping system or otherwise preserved. This includes:</p> <ul style="list-style-type: none"> <li>documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent</li> <li>senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and any related attachments after they have been copied to an recordkeeping system or otherwise preserved</li> <li>electronic spreadsheets</li> <li>digital video or audio files</li> <li>digital maps or architectural drawings</li> <li>copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves</li> </ul> <p>Note 1: Not all copies are non-record. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action they are a federal record. The records described here are records, but not recordkeeping copies of those records.</p> <p>Note 2: For electronic mail records the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.</p> <p>Not media neutral. Applies to electronic records only.</p>	Trigger(s)	TEMPORARY: Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0001-0007	GRS
2610.14	ELECTRONIC RECORDS	14. Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as CDs, DVDs, hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.		Delete from the word processing system when no longer needed for updating or revision.	wnIn	GRS 20.13	
2610.15	ELECTRONIC RECORDS	15. Electronic Mail Records. Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipient(s) and date (transmission data for recordkeeping purposes) and any receipt data when required.		Delete from the e-mail system after copying to a recordkeeping system.	wnIn	GRS 20.14	
2610.16a	ELECTRONIC RECORDS	16. Electronic Spreadsheets. Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports. a. When used to produce hard copy that is maintained in organized files.		Delete when no longer needed to update or produce hard copy.	wnIn	GRS 20.15a	
2610.16b	ELECTRONIC RECORDS	16. Electronic Spreadsheets. Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports. b. When maintained only in electronic form.		Delete after the expiration of the retention period authorized for the hard copy by GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods and activity software does not readily permit selective deletion, delete after the longest retention period has expired.	wnIn	GRS 20.15b	

SSIC	Series Title	Description	Disposition	DAU	Reason Deleted
2000.3b	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	3. TELECOMMUNICATIONS PUBLICATIONS AND INSTRUCTIONS. b. All other copies.	Retain on board. Destroy when no longer required for reference.	N1-NU-89-1	duplicates
2000.4b	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	4. TELECOMMUNICATIONS PLANS ISSUED BY ECHELON 1 (CHIEF OF NAVAL OPERATIONS (CNO)) AND ECHELON 2 (COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND, COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, AND FLEET CINCS). b. All other copies.	Retain on board. Destroy when no longer needed for reference.	N1-NU-89-1	duplicates
2014.2b	2. CONTINGENCY PLANS.	b. All other copies.	Retain on board. Destroy when no longer needed for reference.	N1-NU-89-1	duplicates
2017.1	DEFENSE INFORMATION SERVICES AGENCY (DISA) QUALITY ASSURANCE PROGRAM RECORDS	1. Information contained in these routine records include technical control matters, DISA circulars, technical evaluation program, performance evaluation, defense switch network, and AUTOSEVOCOM.	Retain on board. Destroy after 5 years old.	N1-NU-89-1	DISA Records
2071.3	AUTODIN I/AUTODIN II RECORDS	3. AUTODIN II PLANNING, OPERATIONS, AND RESOURCES RECORDS. The AUTODIN II Program has been disestablished.	Retain on board. Destroy when 5 years old.	N1-NU-89-1	obsolete
2075.1	ADVANCED RESEARCH PROJECTS AGENCY NETWORK (ARPANET) RECORDS	1. PLANNING RECORDS. Routine records pertaining to Department of the Navy planning for ARPANET installations. (ARPANET is used to pass data between computers at research laboratories.)	Retain on board. Destroy when 10 years old.	N1-NU-89-1	obsolete
2075.2	ADVANCED RESEARCH PROJECTS AGENCY NETWORK (ARPANET) RECORDS	2. OPERATIONS AND RESOURCES RECORDS. Routine records pertaining to Department of the Navy operation and resources (programming of manpower and funds) with respect to ARPANET.	Retain on board. Destroy when 5 years old.	N1-NU-89-1	obsolete
2202.	ASSISTANCE TO FOREIGN GOVERNMENTS	ASSISTANCE TO FOREIGN GOVERNMENTS  The terms "Assistance to Foreign Governments" and "Foreign Military Sales" are no longer used as separate categories. They are currently included in "Security Assistance". Security Assistance records in the COMSEC or cryptographic areas are now included with other security assistance files under SSIC 4920.5	Deleted: See SSIC 4920.5.	N1-NU-02-4	obsolete
2207.2	OPERATING AND MAINTENANCE MANUALS	2. All other copies.	Destroy when superseded or no longer needed for reference, whichever is later.	N1-NU-89-1	duplicates
2208.	FOREIGN MILITARY SALES	FOREIGN MILITARY SALES The terms "Assistance to Foreign Governments" and "Foreign Military Sales" are no longer used as separate categories. They are currently included in "Security Assistance". Security Assistance records in the COMSEC or cryptographic areas are now included with other security assistance files under SSIC 4920.5	Deleted: See SSIC 4920.5.	N1-NU-02-4	obsolete
2230-2233.	CRYPTOGRAPHIC SECURITY	CRYPTOGRAPHIC SECURITY These SSIC's are being deleted from SECNAV Manual 5210.2, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes. NOTE: Permanent records are included.	Retire records under SSIC 2212 of this instruction or under appropriate SSIC in the 3200 series.	N1-NU-89-1	covered by other SSIC
2253.	CRYPTOGRAPHIC EQUIPMENT, GENERAL	MASTER STATION KEYED CRYPTOGRAPHIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	covered by other SSIC
2254.	CRYPTOGRAPHIC EQUIPMENT, GENERAL	AIRBORNE CRYPTOGRAPHIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	covered by other SSIC
2255.	CRYPTOGRAPHIC EQUIPMENT, GENERAL	SHIPBOARD CRYPTOGRAPHIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	covered by other SSIC
2256.	CRYPTOGRAPHIC EQUIPMENT, GENERAL	SHORE CRYPTOGRAPHIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	covered by other SSIC
2257.	CRYPTOGRAPHIC EQUIPMENT, GENERAL	EQUIPMENT, VEHICULAR/MANPACK CRYPTOGRAPIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	covered by other SSIC

2280.3e(2)	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). e. CMS 2-3 and/or CMS 2-4 (If only Confidential and below is listed, CMS 2-3 and CMS 2-4 need not be retained.) (2) Working copies	Destroy when no longer needed.	N1-NU-89-1	duplicates
2280.3i	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions). i. CMS 16-1 Working Copies.	Destroy when 90 days old.	N1-NU-89-1	duplicates
2280.6	COMSEC MATERIAL SYSTEM, GENERAL	6. GENERAL MESSAGES (ALNAVS, ALCOMS, ETC.) relating to CMS matters (exclude those documenting significant primary program policy matters covered by 2281.)	Destroy upon cancellation by originator.	N1-NU-89-1	covered by other SSIC
2280.8	COMSEC MATERIAL SYSTEM, GENERAL	8. DIRECTIVES, MESSAGES AND CORRESPONDENCE retained in the CMS Directives File.	Destroy upon cancellation or supersession of individual directive.	N1-NU-89-1	covered by other SSIC
2310.1a(2)	TRAFFIC HANDLING/PROCESSING RECORDS	1. OPNAV COMMUNICATIONS CENTER. a. All incoming and outgoing messages received, relayed or sent (by whatever means) by CNO. (2) Paper copies of messages.	Destroy when microform copy has been verified.	N1-NU-89-1	duplicates
2310.1a(3)	TRAFFIC HANDLING/PROCESSING RECORDS	1. OPNAV COMMUNICATIONS CENTER. a. All incoming and outgoing messages received, relayed or sent (by whatever means) by CNO. (3) Magnetic tape copy of message files.	Destroy when no longer required for reference use.	N1-NU-89-1	duplicates
2310.2a(2)	TRAFFIC HANDLING/PROCESSING RECORDS	2. COMMANDER IN CHIEF U.S. PACIFIC COMMAND (USCINCPAC) and COMMANDER IN CHIEF U.S. ATLANTIC COMMAND (USACOM) COMMUNICATIONS CENTERS. a. All incoming and outgoing messages received, relayed, or sent (by whatever means) by USCINCPAC and CINCSACOM that are identified under SSIC's 3000 to 3999 (Operations and Readiness subjects) and SSIC's 4900 to 4960 (Foreign Military Assistance and Mutual Security Programs). (2) Magnetic tape and paper copies.	Destroy when microform copy has been verified.	N1-NU-89-1	duplicates
2310.3a(4)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy. (4) General messages (such as ALNAVs).	Destroy when cancelled.	N1-NU-89-1	duplicates
2320.2	GENERAL ROUTING DOCTRINE RECORDS	2. PUBLICATIONS AND INSTRUCTIONS. Publications and instructions governing message routing and providing general routing doctrine.	Retain on board. Destroy when superseded, cancelled or no longer required for reference, unless otherwise directed.	N1-NU-89-1	covered by other SSIC
2340.2	GENERAL ADDRESS DESIGNATORS RECORDS	2. PUBLICATIONS AND INSTRUCTIONS. These govern Plain Language Address Directory (PLAD), Address Indicating Groups (AIGs), Collective Address Distributions (CADs) and call signs.	Retain on board. Destroy when superseded, cancelled, or no longer needed, unless otherwise directed by applicable regulations.	N1-NU-89-1	covered by other SSIC
2501.3b	SI COMMUNICATIONS PLANNING AND MANAGEMENT	3. PLANS. b. All other copies.	Destroy when no longer required for reference.	N1-NU-89-1	duplicates
2502.2b	SI COMMUNICATION PROCEDURES	2. PUBLICATIONS. b. All other copies.	Destroy when superseded.	N1-NU-89-1	duplicates
2510.3b	SI COMMUNICATIONS SYSTEMS - GENERAL	3. PUBLICATIONS. b. All other copies.	Destroy upon suppression.	N1-NU-89-1	duplicates
2511.1	MULTI-USER SPECIAL INTELLIGENCE COMMUNICATIONS SYSTEMS (MUSIC)	1. RECORDS relating to music automated communications systems that interface existing communications networks and incorporate Tactical Intelligence Communications Center (TICC) functions within a single system.	Apply SSIC 2510.	N1-NU-89-1	covered by other SSIC
2512.1	SI OFF-LINE ENCRYPTED COMMUNICATIONS SYSTEMS	1. CONCERNS A VARIETY OF OFF-LINE CRYPTOGRAPHIC EQUIPMENTS AND THEIR USE FOR TRANSMISSION OF MESSAGE TRAFFIC.	Apply SSIC 2510.	N1-NU-89-1	covered by other SSIC
2513.1	SI RED LINE MULTIPLEXING SYSTEMS (PROJECT LEMONADE)	1. RECORDS relating to time division multiplexing of multiple circuits into a single transmitted data stream.	Apply SSIC 2510.	N1-NU-89-1	covered by other SSIC
2515.1	CLASSIC WIZARD COMMUNICATIONS SYSTEMS	1. RECORDS relating to a group of Regional Reporting Centers (co-located with NAVSECGRU stations) which provide special mission support to tactical/national consumers. a system that provides telecommunications support for Project CLASSIC WIZARD.	Apply SSIC 2510.	N1-NU-89-1	covered by other SSIC
2516.1	AUTOMATIC PROCESSING SYSTEM FOR SI MESSAGES.	1. Covers ADP systems used for transmission of messages among naval and Department of Defense (DOD) command elements.	Apply appropriate subparagraph of SSIC 2510.	N1-NU-89-1	covered by other SSIC

2517.1	SI AUTODIN LIMITED PRIVACY SERVICE (ALPS)	1. Records relating to AUTODIN limited privacy service (ALPS) which is a communications handling system that allows for protection of electronically transmitted compartmented messages via the AUTODIN/DSSCS without formal indoctrination of Automatic Switching Center (ASC) personnel.	Apply appropriate subparagraph of SSIC 2510.	N1-NU-89-1	covered by other SSIC
2520.1	SI HFDF COMMUNICATION SYSTEMS	1. Records relating to circuitry used for transmission of HFDF data.	Apply appropriate subparagraph of SSIC 2510.	N1-NU-89-1	covered by other SSIC
2530.3b	SI TACTICAL COMMUNICATIONS - GENERAL	3. PUBLICATIONS. b. All other copies.	Destroy upon supersession.	N1-NU-89-1	duplicates
2531.1	SI AIR GROUND COMMUNICATIONS SYSTEM	1. Operational records relating to the SI Air Ground Communications System which provides specific aircraft secure communications with designated SI capable ships and NAVSECGRU Shore Stations.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	covered by other SSIC
2532.1	SI SHIP SHORE COMMUNICATIONS SYSTEMS	1. Records relating to SI Ship Shore Communications Systems.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	covered by other SSIC
2533.1	SI MOBILE COMMUNICATIONS - SHORE BASED	1. Records relating to various tactical SI communications and encryption systems used by the USMC for cryptologic support to amphibious warfare during amphibious assaults and when ashore.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	covered by other SSIC
2534.1	SI MOBILE COMMUNICATIONS - AFLOAT	1. Operational records relating to various Tactical SI Communications Systems and circuitry used to provide real-time cryptologic and intelligence support to battle group commanders, between units of a battle group and for various special operations. Systems include encrypted voice, data, and imagery transmitted via UHF SATCOM, Long Haul HF and several Frequency Bands for Line-of-Sight.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	covered by other SSIC
2535.1	SI TACTICAL EXCHANGE AUTOMATED SYSTEM (TEXAS)	1. Records concerning an obsolete system providing circuit interconnections for transmission of data among Department of the Navy and other DOD activities.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	covered by other SSIC
2536.1	SI TACTICAL INTELLIGENCE COMMUNICATIONS SYSTEMS (TACINTEL)	1. Records relating to the SI Tactical Intelligence Communications System (TACINTEL), which is a member of the family of automated information exchange subsystems, developed under the Fleet Satellite Communications (FLTSATCOM) program to support the rapid interchange of information between mobile terminals.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	covered by other SSIC
2537.1	SI OPERATIONAL INTELLIGENCE COMMUNICATIONS (OPINTEL)	1. Records relating to the SI Operational Intelligence Communications (OPINTEL) broadcast which provides a means for broad and rapid dissemination of Operational Intelligence, Communications Intelligence (COMINT), SI, and Special Weather Intelligence (SWI) to selected fleet units and commanders afloat.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	covered by other SSIC
2538.1	SI SUBMARINE SATELLITE INFORMATION EXCHANGE SUBSYSTEM (SI SSIXS)	1. Records relating to the SI Submarine Satellite Information Exchange Subsystem (SI SSIXS), which is a communications relay system, designed to provide high data rate message delivery to submarines.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	covered by other SSIC
2610.2a(1)	ELECTRONIC RECORDS	2. Input/Source Records. a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.) (1) Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format.	PERMANENT. Transfer to NARA in accordance with previously approved schedule.	GRS 20.2a(1)	GRS eliminated
2610.2a(2)	ELECTRONIC RECORDS	2. Input/Source Records. a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.) (2) Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion.	PERMANENT. Transfer to NARA in accordance with previously approved schedule.	GRS 20.2a(2)	GRS eliminated

2610.2a(3)	ELECTRONIC RECORDS	<p>2. Input/Source Records.</p> <p>a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.)</p> <p>(3) Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations).</p>	Apply previously approved schedule.	GRS 20.2a(3)	covered by other SSIC
2610.3a	ELECTRONIC RECORDS	<p>3. Electronic Records that Replace Temporary Hard Copy Records. Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously schedule explicitly excludes electronic records, a SF 115 must be submitted to NARA. None of the authorities provided below may be applied.)</p> <p>a. Scanned images.</p>	Delete after the expiration of the retention period authorized for the hard copy records.	GRS 20.3a	GRS eliminated
2610.3b(1)	ELECTRONIC RECORDS	<p>3. Electronic Records that Replace Temporary Hard Copy Records. Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously schedule explicitly excludes electronic records, a SF 115 must be submitted to NARA. None of the authorities provided below may be applied.)</p> <p>b. Electronic formats other than scanned images.</p> <p>(1) Records covered by temporary items in the GRS other that GRS 1, Item 21 (Employee Medical Folders); GRS 1, Item 22 (Statistical Summaries); GRS 1, Item 25f (Equal Employment Opportunity Statistics Files); GRS 12, Item 3 (Telecommunications Operations Files); and GRS 18, Item 5 (Top Secret Accounting and Control Files) or Records covered by temporary items in a DON-specific schedule that pertain to administrative housekeeping activities</p>	Delete after the expiration of the retention period authorized for the hard copy records.	GRS 20.3b(1)	GRS eliminated
2610.3b(2)	ELECTRONIC RECORDS	<p>3. Electronic Records that Replace Temporary Hard Copy Records. Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously schedule explicitly excludes electronic records, a SF 115 must be submitted to NARA. None of the authorities provided below may be applied.)</p> <p>b. Electronic formats other than scanned images.</p> <p>(2) Records covered by GRS 1, Item 21 (Employee Medical Folders); GRS 1, Item 22 (Statistical Summaries); GRS 1, Item 25f (Equal Employment Opportunity Statistics Files); GRS 12, Item 3 (Telecommunications Operational Files); and GRS 18, Item 5 (Top Secret Accounting and Control Files).</p>	Submit SF 115 to NARA.	GRS 20.3b(2)	GRS eliminated
2610.3b(3)	ELECTRONIC RECORDS	<p>3. Electronic Records that Replace Temporary Hard Copy Records. Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously schedule explicitly excludes electronic records, a SF 115 must be submitted to NARA. None of the authorities provided below may be applied.)</p> <p>b. Electronic formats other than scanned images.</p> <p>(3) Digital versions of temporary still pictures, sound recordings, motion picture film, and video recordings.</p>	Delete after the expiration of the retention period authorized for the hard copy records.	GRS 20.3b(3)	GRS eliminated
2610.3b(4)	ELECTRONIC RECORDS	<p>3. Electronic Records that Replace Temporary Hard Copy Records. Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously schedule explicitly excludes electronic records, a SF 115 must be submitted to NARA. None of the authorities provided below may be applied.)</p> <p>b. Electronic formats other than scanned images.</p> <p>(4) Program records approved for destruction in a previously approved schedule that is media neutral and does not explicitly exclude electronic records.</p>	Delete after the expiration of the retention period specified in the previously approved schedule.	GRS 20.3b(4)	GRS eliminated

2610.3b(5)	ELECTRONIC RECORDS	<p>3. Electronic Records that Replace Temporary Hard Copy Records. Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously schedule explicitly excludes electronic records, a SF 115 must be submitted to NARA. None of the authorities provided below may be applied.)</p> <p>b. Electronic formats other than scanned images.</p> <p>(5) Program records maintained in an electronic format that are not covered by subparas. 3(a), 3(b)(1), 3(b)(3), or 3(b)(4), above.</p>	<p>Submit SF 115 to NARA.</p> <p>NOTE: (1) Subparas. 3(b)(1) and 3(b)(3) may be applied to electronic records consisting of information drawn from multiple previously scheduled hard copy series of administrative housekeeping records. In such instances, the electronic records must be retained for the longest retention period specified in the previously approved schedules. (2) Disposition authorities included in subparagraphs 3 may be applied to copies of records maintained on DON web sites only in case of administrative housekeeping records. These items may not be applied to web site copies of program records, which must be scheduled separately.</p>	GRS 20.3b(5)	
					GRS eliminated
2610.4	ELECTRONIC RECORDS	<p>4. Electronic Records that Replace Permanent Hard Copy Records. Electronic records that replace hard copy records approved as permanent in a previously approved schedule.</p>	<p>PERMANENT. Submit notification to NARA in accordance with 36 CFR 1225.24(a)(1).</p> <p>NOTE: (1) Electronic versions of permanent records that are retained as recordkeeping copies must meet the standards contained in NARA guidance concerning the creation, maintenance, and transfer of permanent electronic records. (2) SSIC 2610, 4, above, may be applied if the electronic records consist of information drawn from multiple previously scheduled permanent series. In cases where the electronic records include information drawn from both temporary and permanent hard copy series, DON may apply SSIC 2610, 4 or submit a SF 115 that proposes disposal of the records if the activity believes the electronic records do not warrant permanent retention. (3) This paragraph does not cover copies of permanent records maintained on DON web sites, which must be scheduled separately.</p>	GRS 20.3.1	no disposition
2610.12b	ELECTRONIC RECORDS	<p>12. Documentation.</p> <p>b. Copies of records relating to system security.</p>	Use SSIC 2620, 5.	GRS 20.11b	duplicates

2620.4b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	4. System Backups and Tape Library Records. b. Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.	Destroy/delete when superseded or obsolete.	GRS 24.4b	GRS eliminated
2620.6b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	6. User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signature. b. Routine systems, i.e., those not covered by subpara. 6a, above.	See SSIC 2610, subpara. 1c.	GRS 24.6b	covered by other SSIC
2791.2	COMMUNICATIONS AREA MASTER STATION (CAMS) RECORDS	2. TRAFFIC HANDLING/PROCESSING RECORDS.	Apply appropriate subparagraph of SSIC 2310.	N1-NU-89-1	covered by other SSIC
2792.3	PRIMARY SUPPORT STATION (NAVAL COMMUNICATIONS STATIONS AND NAVAL COMMUNICATIONS UNITS) RECORDS	3. TRAFFIC HANDLING/PROCESSING RECORDS.	Apply SSIC 2310.	N1-NU-89-1	covered by other SSIC
2793.2	RESIDUAL STATION (NAVAL TELECOMMUNICATIONS CENTER) RECORDS	2. Traffic Handling/Processing Records.	Apply appropriate sub items of SSIC 2310.	N1-NU-89-1	covered by other SSIC
2800.	HIGH COMMAND (HICOM) RECORDS	GENERAL COMMUNICATIONS PLANS, PROGRAMS, AND REQUIREMENTS RECORDS NOTE: Permanent records are included.	Apply subparagraph 2000.4	N1-NU-89-1	covered by other SSIC
2880.2b	TELECOMMUNICATIONS OPERATING REQUIREMENTS (TELCOR) RECORDS.	2. TELCOR SUMMARY. b. All other copies.	Destroy when superseded.	N1-NU-89-1	duplicates