Request for Records Disposition Authority

Records Schedule Number	DAA-NU-2015-0005
Schedule Status	Modified Approved Version
Agency or Establishment	Department of the Navy
Record Group / Scheduling Group	Navy Undifferentiated
Records Schedule applies to	Agency-wide
Schedule Subject	General Administration and Management
Internal agency concurrences will be provided	No
Background Information	Department of the Navy Records Schedule 2015 revision - Chapter 5

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
91	32	59	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2015-0005

Sequence Number	
1	Chapter 5 - General Administration and Management
1.1	5000-1 Policy, Strategy, and Planning Disposition Authority Number: DAA-NU-2015-0005-0001
1.2	5000-2 Department of the Navy General Officers, Flag Officers, and Senior Officials Disposition Authority Number: DAA-NU-2015-0005-0002
1.3	5000-3 Organizational and Functional Charts Disposition Authority Number: DAA-NU-2015-0005-0003
1.4	5000-4 Technology Transfer and Security Assistance Review Board (TTSARB) Disposition Authority Number: DAA-NU-2015-0005-0004
1.5	5000-5 Navy and Marine Corps Command Histories Disposition Authority Number: DAA-NU-2015-0005-0005
1.6	5000-6 Historical Records and Historical Program Management Disposition Authority Number: DAA-NU-2015-0005-0006
1.7	5000-7 Records of Unusual Importance or Exceptional Historical Interest Disposition Authority Number: DAA-NU-2015-0005-0007
1.8	5000-8 Directives Case Files Disposition Authority Number: DAA-NU-2015-0005-0008
1.9	5000-9 Publications Disposition Authority Number: DAA-NU-2015-0005-0009
1.10	5000-10 International Agreements Disposition Authority Number: DAA-NU-2015-0005-0010
1.11	5000-11 Legislative Affairs Disposition Authority Number: DAA-NU-2015-0005-0011
1.12	5000-12 Original Research Data Disposition Authority Number: DAA-NU-2015-0005-0012
1.13	5000-13 Inspector General Investigations - Final Reports Disposition Authority Number: DAA-NU-2015-0005-0013
1.14	5000-14 Inspector General Investigations - Other Reports Disposition Authority Number: DAA-NU-2015-0005-0014
1.15	5000-15 Clearance Adjudication (significant incidents) Disposition Authority Number: DAA-NU-2015-0005-0015
1.16	5000-16 NCIS Criminal Investigative Case Files (perm) Disposition Authority Number: DAA-NU-2015-0005-0016
1.17	5000-17 NCIS Criminal Investigative Civil Disturbance Response

	Disposition Authority Number: DAA-NU-2015-0005-0017
1.18	5000-18 NCIS Special Investigations/Operations Disposition Authority Number: DAA-NU-2015-0005-0018
1.19	5000-19 JAGMAN Administrative Investigations and Courts of Inquiry Disposition Authority Number: DAA-NU-2015-0005-0019
1.20	5000-20 Courts Martial Records of Trial Disposition Authority Number: DAA-NU-2015-0005-0020
1.21	5000-21 Military Justice Information Systems Disposition Authority Number: DAA-NU-2015-0005-0021
1.22	5000-22 Death and Funeral Records Disposition Authority Number: DAA-NU-2015-0005-0022
1.23	5000-23 Visual Information (VI) Disposition Authority Number: DAA-NU-2015-0005-0023
1.24	5000-24 Audio and Video Broadcasts Disposition Authority Number: DAA-NU-2015-0005-0024
1.25	5000-25 Community Relations Disposition Authority Number: DAA-NU-2015-0005-0025
1.26	5000-26 Information Releases - Chief of Information (CHINFO) and the Office of U.S. Marine Corps Communication (OUSMCC) Disposition Authority Number: DAA-NU-2015-0005-0026
1.27	5000-27 Department-level FOIA Reports Disposition Authority Number: DAA-NU-2015-0005-0027
1.28	5000-28 Department-level Privacy Act Reports Disposition Authority Number: DAA-NU-2015-0005-0028
1.29	5000-29 Department-level awards Disposition Authority Number: DAA-NU-2015-0005-0029
1.30	5000-30 Ship-Naming, Commissioning, and Christening Ceremony Records Disposition Authority Number: DAA-NU-2015-0005-0030
1.31	5000-31 Alcohol and Drug Management Information Tracking System (ADMITS) Disposition Authority Number: DAA-NU-2015-0005-0031
1.32	5000-32 Automatic Data Processing Program Disposition Authority Number: DAA-NU-2015-0005-0032
1.33	5000-33 Hazardous Substance Reports Disposition Authority Number: DAA-NU-2015-0005-0033
1.34	5000-34 NCIS Credentials Log Disposition Authority Number: DAA-NU-2015-0005-0034
1.35	5000-35 NCIS Investigate Case Files - Controlled Death and Criminal Sex Investigations

	Disposition Authority Number: DAA-NU-2015-0005-0035
1.36	5000-36 NCIS Incident Reports Disposition Authority Number: DAA-NU-2015-0005-0036
1.37	5000-37 NCIS Polygraph Examination Disposition Authority Number: DAA-NU-2015-0005-0037
1.38	5000-38 Courts of Inquiry and Investigations (non-perm) Disposition Authority Number: DAA-NU-2015-0005-0038
1.39	5000-39 Department of the Navy Criminal Justice Information System (DONCJIS) Profile Data Disposition Authority Number: DAA-NU-2015-0005-0039
1.40	5000-40 Urinalysis Records Disposition Authority Number: DAA-NU-2015-0005-0040
1.41	5000-41 General Counsel Policy and Planning Support Disposition Authority Number: DAA-NU-2015-0005-0041
1.42	5000-42 Survey and Inspection - Department-level Disposition Authority Number: DAA-NU-2015-0005-0042
1.43	5000-43 Local History Disposition Authority Number: DAA-NU-2015-0005-0043
1.44	5000-45 Environmental Reports Disposition Authority Number: DAA-NU-2015-0005-0044
1.45	5000-46 Equal Opportunity Office Reports Disposition Authority Number: DAA-NU-2015-0005-0045
1.46	5000-47 Intellectual Property - Legal Review Disposition Authority Number: DAA-NU-2015-0005-0046
1.47	5000-48 Publication Security Review Disposition Authority Number: DAA-NU-2015-0005-0047
1.48	5000-49 Security Clearance Adjudication Disposition Authority Number: DAA-NU-2015-0005-0048
1.49	5000-50 NCIS Case Files - Personnel Investigation Disposition Authority Number: DAA-NU-2015-0005-0049
1.50	5000-51 NCIS Criminal Investigative Reports Disposition Authority Number: DAA-NU-2015-0005-0050
1.51	5000-52 NCIS Non-Investigative Reports Disposition Authority Number: DAA-NU-2015-0005-0051
1.52	5000-53 Summary and Special Courts-Martial Disposition Authority Number: DAA-NU-2015-0005-0052
1.53	5000-54 Military Music Recordings Disposition Authority Number: DAA-NU-2015-0005-0053

1.54	5000-55 Program Oversight (General Administration) Disposition Authority Number: DAA-NU-2015-0005-0054
1.55	5000-56 Annual Expanded Legal Assistance Program (ELAP) Report Disposition Authority Number: DAA-NU-2015-0005-0055
1.56	5000-57 Survey and Inspection Disposition Authority Number: DAA-NU-2015-0005-0056
1.57	5000-58 NCIS Polygraph Examiner Certification Disposition Authority Number: DAA-NU-2015-0005-0057
1.58	5000-59 Military Justice Case Management - USMC Disposition Authority Number: DAA-NU-2015-0005-0058
1.59	5000-60 Military Justice Case Management: - Reports Disposition Authority Number: DAA-NU-2015-0005-0059
1.60	5000-61 Visual Information (VI) - Activities' Copies Disposition Authority Number: DAA-NU-2015-0005-0060
1.61	5000-62 Drug Abuse and Rehabilitation Disposition Authority Number: DAA-NU-2015-0005-0061
1.62	5000-64 JROTC Records Disposition Authority Number: DAA-NU-2015-0005-0062
1.63	5000-65 Employment records Disposition Authority Number: DAA-NU-2015-0005-0063
1.64	5000-66 Program Management Disposition Authority Number: DAA-NU-2015-0005-0064
1.65	5000-67 NCIS Criminal Investigation - Topical Files Disposition Authority Number: DAA-NU-2015-0005-0065
1.66	5000-68 Interagency Agreements Disposition Authority Number: DAA-NU-2015-0005-0066
1.67	5000-69 USMC Inspection Reports Disposition Authority Number: DAA-NU-2015-0005-0067
1.68	5000-70 Foreign Disclosure Authorization (DA) for Visits Disposition Authority Number: DAA-NU-2015-0005-0068
1.69	5000-71 Classified Material Control Disposition Authority Number: DAA-NU-2015-0005-0069
1.70	5000-72 Installation or Facility Visitor's Requests Disposition Authority Number: DAA-NU-2015-0005-0070
1.71	5000-73 NCIS Preliminary Investigation Reports Disposition Authority Number: DAA-NU-2015-0005-0071
1.72	5000-74 NCIS Evidence and Forensic Laboratory Disposition Authority Number: DAA-NU-2015-0005-0072

1.73	5000-75 Legal Assistance Disposition Authority Number: DAA-NU-2015-0005-0073
1.74	5000-78 Information Release Disposition Authority Number: DAA-NU-2015-0005-0074
1.75	5000-79 Visual Information - Logs Disposition Authority Number: DAA-NU-2015-0005-0075
1.76	5000-80 Safety Investigations and Mishap Analysis Disposition Authority Number: DAA-NU-2015-0005-0076
1.77	5000-81 Safety and Occupational Health - Local Activity Copies Disposition Authority Number: DAA-NU-2015-0005-0077
1.78	5000-82 General Operations - Administration and Management Disposition Authority Number: DAA-NU-2015-0005-0078
1.79	5000-83 Information Management Control Disposition Authority Number: DAA-NU-2015-0005-0079
1.80	5000-84 Working Papers and Reference Information Disposition Authority Number: DAA-NU-2015-0005-0080
1.81	5000-85 Transient Records Disposition Authority Number: DAA-NU-2015-0005-0081
1.82	5000-86 Subordinate Command Plans and Policies Disposition Authority Number: DAA-NU-2015-0005-0082
1.83	5000-87 Indexes and Finding Aids Disposition Authority Number: DAA-NU-2015-0005-0083
1.84	5000-88 Duty Delegation Disposition Authority Number: DAA-NU-2015-0005-0084
1.85	5000-90 Physical/Information Security Controls Disposition Authority Number: DAA-NU-2015-0005-0085
1.86	5000-91 Personnel Clearances Disposition Authority Number: DAA-NU-2015-0005-0086
1.87	5000-92 Civil Disturbance - Open Source Listing Disposition Authority Number: DAA-NU-2015-0005-0087
1.88	5000-93 Missing, Lost, Stolen or Recovered Government Property (MSLR) Disposition Authority Number: DAA-NU-2015-0005-0088
1.89	5000-94 Navy and Marine Corps Art, Artifact, and Historical Aircraft Collection M anagement Disposition Authority Number: DAA-NU-2015-0005-0089
1.90	5000-95 Military Music Compositions Disposition Authority Number: DAA-NU-2015-0005-0090
1.91	5000-96 Correspondence and Approvals - Non-DoD Hosted Conferences

Disposition Authority Number: DAA-NU-2015-0005-0091

Records Schedule Items

Sequence Number	
1	Chapter 5 - General Administration and Management The records described in this chapter pertain to performance of office and other administrative management functions throughout the navy and marine corps and to techniques and programs that develop, control, and improve management processes. These techniques and programs relate to organization and planning; management analysis; acquisition program management; office methods; records, forms, reports, and publications management; mechanized and data processing systems; industrial engineering and methods; inspections; management sciences; and overall civilian and military personnel/manpower programs and external and internal relations. The records also pertain to the administration and performance of legal, military justice, and legislative functions and related matters. These records are accumulated both by activities and offices carrying out the above functions and programs as well as by activities (primarily at the departmental or command level) developing overall procedures, policies, and programs. Certain specialized records relating to the management of military personnel, civilian personnel, logistics, and financial matters are covered in other chapters of this manual.
1.1	5000-1 Policy, Strategy, and Planning
	Disposition Authority Number: DAA-NU-2015-0005-0001
	Information relating to the establishment, development and accomplishment of plans, programs and policies related to Management and Administration of the U.S. Navy and U.S. Marine Corps. Includes general administration, information security, physical security, publications and printing, external relations, law enforcement, legal matters, and office services. These records document high-level policy and programs and are created and maintained by the Offices of the Secretary of the Navy, Under Secretary of the Navy, Deputy Under Secretaries of the Navy, Assistant Secretaries of the Navy, General Counsel of the Navy, Judge Advocate General (JAG), Inspector General of the Navy, Chief of Legislative Affairs, Chief of Information (CHINFO), Chief of Naval Research (CNR), Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and other senior officials of the DON.
	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
5000-1	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-89-4 / 5040/1/A
N1-NU-89-4 / 5040/1/B
N1-NU-89-4 / 5104/1/A
N1-NU-89-4 / 5280/1
N1-NU-89-4 / 5500/1
N1-NU-89-4 / 5700/1/A
N1-NU-89-4 / 5700/1/B
N1-NU-89-4 / 5700/1/C
N1-NU-89-4 / 5720/9/A
N1-NU-89-4 / 5771/1/A
N1-NU-89-4 / 5800/1/A
N1-NU-89-4 / 5870/1/A

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning: Transfer to the National Archives 30 year(s) after cutoff

Additional Information

First year of records accumulation: 1943

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		
Paper	392 Cubic feet	24 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

5000-2 Department of the Navy General Officers, Flag Officers, and Senior Officials

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

Incoming and outgoing correspondence files of the Secretary of the Navy, Under Secretary of the Navy, Deputy Under Secretaries of the Navy, Assistant Secretaries of the Navy, General Counsel of the Navy, and other senior officials in the DON. Note: Correspondence files of senior officials of the U.S. Navy and U.S. Marine Corps are scheduled under items 3000-1, 3000-2, 3000-3, and 3000-4.

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
5000-2	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-96-3 / 1
N1-NU-96-3 / 2
N1-NU-89-4 / 5000/1/B

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

First year of records accumulation: 1963

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		

Paper	589 Cubic feet	20 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

5000-3 Organizational and Functional Charts

Disposition Authority Number: DAA-NU-2015-0005-0003

Organization and functional charts, manuals, or other records depicting the internal organization, relationships, functions, and status of activities and offices of the U.S. Navy, U.S. Marine Corps and Navy Secretariat.

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
5000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation:
N1-NU-89-4 / 5400/1/A
N1-NU-89-4 / 5400/1/B
N1-NU-89-4 / 5401/1
N1-NU-89-4 / 5402/1/B/1

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

First year of records accumulation: 1942

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		
Paper	67 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.4

5000-4 Technology Transfer and Security Assistance Review Board (TTSARB)

Disposition Authority Number: DAA-NU-2015-0005-0004

Memoranda of the TTSARB. TTSARB is a Navy international policy decision-making body that produces decision memoranda.

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
5000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-02-5 / 1

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning: Transfer to the National Archives 30 year(s) after cutoff

Additional Information

First year of records accumulation: 1992

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		
Paper	25 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.5

5000-5 Navy and Marine Corps Command Histories

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

U.S Navy: Annual history prepared by ships, aviation commands, other operating force commands, and shore activities in accordance with OPNAV INSTRUCTION 5750.12 current version. The history will include sections on command composition and organization, a chronology of significant events, a narrative account, and supporting documents. U.S. Marine Corps: File includes copies of certificate of lineage and honors; battle streamer entitlement; copies of past chronology reports; press clippings from local military and civilian newspapers; command press releases; unit history; and photographs judged to be of historical interest. Other operating force Command Histories. Additional documents types include Post deployment briefs, those that get briefed by the strike group commander (these files may also include a command operation report to the CNO) and daily operation files and Intel briefings provided to the CNO.

Final Disposition: Permanent

Item Status: Active

Is this item media neutral?: Yes

Do any of the records covered by this item currently exist in: Yes

electronic format(s) other than e-mail and word processing?

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

Manual Citation	Manual Title
5000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5757/1/A
N1-NU-89-4 / 5757/1/B
N1-NU-89-4 / 5757/2

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year.

Transfer to Inactive Storage: U.S. Navy: Transfer to NHHC at cutoff. U.S. Marine Corps: Transfer to CMC (HD) at cutoff.

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

Additional Information

First year of records accumulation: 1955

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		
Paper	220 Cubic feet	2.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.6 5000-6 Historical Records and Historical Program Management

Disposition Authority Number DAA-NU-2015-0005-0006

Information relating to the history of the Department of the Navy, US Navy, and US Marine Corps and the management of historical programs dedicated to the collection, preservation, interpretation, display, and access to permanent historical records, art, and artifacts, that provide research and reference services, and that publish, in print or electronic media, historical analysis, books, studies, documentary studies, and other historical knowledge products. Includes records of the SECNAV, OPNAV, Headquarters USMC and other components of the Executive Part of the DON consisting of reports, correspondence, and other documents accumulated or prepared in connection with the historical and related functions and reflecting their administrative history of the Navy and Marine Corp. This series also includes the primary program records of the Director of Naval History and the Director of Marine Corps History.

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?	Yes

Manual Citation	Manual Title
5000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-89-4 / 5750/1/A
N1-NU-89-4 / 5750/1/B
N1-NU-89-4 / 5750/1/C
N1-NU-89-4 / 5750/4/A
N1-127-89-1 / 1/A
N1-127-89-1 / 1/B
N1-127-89-1 / 1/C
N1-127-89-1 /1/E
N1-NU-89-4 / 5750/5/B/1
N1-NU-89-4 / 5750/5/B/2
N1-NU-89-4 / 5750/5/B/3
N1-NU-89-4 / 5750/5/C
N1-NU-89-4 / 5753/1

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year.

Transfer to Inactive Storage	Transfer to the Naval History and Heritage Command or USMC Museum and Archives.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 50 year(s) after cutoff

Additional Information

First year of records accumulation	1942
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		
Paper	632 Cubic feet	15 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.7

5000-7 Records of Unusual Importance or Exceptional Historical Interest

Disposition Authority Number DAA-NU-2015-0005-0007

Records not designated permanent elsewhere in this manual determined to be of unusual importance or have exceptional historical significance. Records depicting important unique situations of continuing interest or important policy transactions or decisions, unusual noteworthy events, or summarize the organizational and functional history of the activity. Selection criteria is determined by the Assessment Matrix for Determination of Records of Unusual Importance or Exceptional Historical Interest, a Naval History and Heritage Command Form (see attachment). Note: Notify DON/AA DRMD if records are determined by the commander or commanding officer to be of historical importance. DRMD will coordinate with NHHC and NARA to determine whether the records warrant permanent preservation under this retention schedule.

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
5000-7	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5750/2

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

First year of records accumulation: 1937

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		
Paper	105 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.8

5000-8 Directives Case Files

Disposition Authority Number: DAA-NU-2015-0005-0008

Official case files of the offices of SECNAV, CNO, and CMC containing signed directive and supporting material.

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
5000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-89-4 / 5212/1 N1-NU-89-4 / 5215/1/A N1-NU-89-4 / 5311/1/A N1-NU-02-5 / 9

Disposition Instruction

Cutoff Instruction	Cutoff when canceled.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff

Additional Information

First year of records accumulation	1950
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		
Paper	415 Cubic feet	9 Cubic feet
Microform		

Hardcopy or Analog Special Media		

1.9

5000-9 Publications

Disposition Authority Number DAA-NU-2015-0005-0009

Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations relating to the U.S. Navy. They include instructional and informational manuals, catalogs, and other similar published materials.

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
5000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5219/3/A

Disposition Instruction

Cutoff Instruction: Cutoff when superseded or obsolete.

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

Additional Information

First year of records accumulation: 1952

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		

Paper	180 Cubic feet	4 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.10

5000-10 International Agreements

Disposition Authority Number DAA-NU-2015-0005-0010

Agreements, as defined in DoDD 5530.3, between DON and Foreign countries or international organizations in pursuit of various programs, kept at DON headquarters, Navy IPO, and systems commands headquarters. For many MOUs, OSD negotiates and retains the "master" Agreement; Navy negotiates and retains annexes to the Agreements/Arrangements. Programs Include: (a) Operational Information Exchange Agreement(OIEA); (b) The Technical Cooperation Program (TTCP); (c) Foreign Cooperative Testing (FCT); (d) Technical Research Development Project/Project Agreements (TRDP/PA); (e) Section 65 Loans; and (f) Etc.

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
5000-10	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-02-3 / 1/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

First year of records accumulation: 1941

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		
Paper	494 Cubic feet	6.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.11

5000-11 Legislative Affairs

Disposition Authority Number DAA-NU-2015-0005-0011

Information relating to all phases of congressional and legislative liaison matters. Includes plans, policies, procedures, accomplishments, essential transactions, drafts of proposed legislation and Executive Orders with supporting papers and comments reflecting the DON position, and information documenting program responsibilities in regard to congressional investigations and inquiries.

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
5000-11	SECNAV M-5210.1

GRS or Superseded Authority Citation:
N1-NU-89-4 / 5730/1
N1-NU-89-4 / 5860/1/A
N1-NU-89-4 / 5860/1/B
N1-NU-89-4 / 5861/1
N1-NU-89-4 / 5863/1

N1-NU-86-1 / 1772/1
N1-NU-86-1 / 1780/2
N1-NU-86-1 / 1780/3/A
N1-NU-86-1 / 1780/5

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

First year of records accumulation: 1967

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		
Paper	141 Cubic feet	8 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.12

5000-12 Original Research Data

Disposition Authority Number: DAA-NU-2015-0005-0012

Original research data that has continuing value. These include records that are related to public, legislative, and executive relations, liaison and programs, to Navy's participation in political military affairs historical matters. These may include records accumulated in connection with international relations, public relations (including informational services), community relations and media relations. They also are accumulated in connection with the conduct of our relations with external (private) organizations.

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
5000-12	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5751/1

Disposition Instruction

Transfer to the National Archives for Accessioning: Transfer to NARA when 20 years old or no longer needed or information in connection with the centers mission.

Additional Information

First year of records accumulation: 1989

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?: Unknown
Nature of the material. Transfer frequency is undetermined.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	28 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.13

5000-13 Inspector General Investigations - Final Reports

Disposition Authority Number: DAA-NU-2015-0005-0013

Final investigative reports and working papers of the Inspector General; investigations resulting from Congressional inquiries; and investigative reports resulting from Complaints of Wrong submitted under article 138, UCMJ.

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
5000-13	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-02-01 / 1

Disposition Instruction

Cutoff Instruction: Cutoff at case closure.

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

Additional Information

First year of records accumulation: 1986

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		
Paper	77 Cubic feet	3 Cubic feet
Microform		

Hardcopy or Analog Special Media		

1.14

5000-14 Inspector General Investigations - Other Reports

Disposition Authority Number DAA-NU-2015-0005-0014

Other investigative reports and working papers of the Inspector General. Specific records include: NAVAL COMMAND INSPECTION PROGRAM RECORDS: Inspector General's survey and inspection reports. Inspector General's official (departmental) file of reports of on-site surveys, and inspections including industrial supply, and other surveys made by or under the direction of the Inspector General of Navy. Include master implementation files and other supporting documents. INSPECTOR GENERAL INVESTIGATIONS/ INSPECTIONS: Records that consist of final investigative reports and working papers. These files may also contain audio and/or videocassette tapes. Investigations of historical significance are those that attract great public, congressional, or judicial attention, cause substantive changes in agency policies or procedures or involve as subjects of the investigation political appointees serving in the DON, Admirals, and Vice Admirals in command. TASKED INVESTIGATIONS: Investigations conducted by other DON activities at NAVINGEN direction. Investigating activities forward record copy to NAVINSGEN during course of investigation. Record copy includes the final interim reports, endorsements and other correspondence. MILITARY GRIEVANCE PROCEDURE RECORDS: Records consist of original of the complaint or report, the investigation into the complaint or report, the action of the general court-martial authority, and action of SECNAV accumulated at OJAG. Complaints of Wrong Submitted Under Article 138, UCMJ: Redress of Wrong Committed by a Superior Submitted Under Article 1150, U.S. Navy Regulations, 1990.

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
5000-14	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-89-4 / 5040/3/A
N1-NU-02-01 / 2
N1-NU-02-01 / 4
N1-NU-02-01 / 5
N1-NU-02-01

N1-NU-89-4 / 5819/1

Disposition Instruction

Cutoff Instruction	Cutoff at case closure.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff.

Additional Information

First year of records accumulation	1968
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		
Paper	207 Cubic feet	7 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.15

5000-15 Clearance Adjudication (significant incidents)

Disposition Authority Number DAA-NU-2015-0005-0015

Case files relating to significant adverse action reports or personnel security clearance adjudicative decisions that are precedent-setting or have widespread public or Congressional interest. These are files that contain significant adverse action reports or relate to personnel security clearance adjudicative decisions of a significant or potentially disqualifying nature and subsequent adjudicative and access determinations and associated information such as polygraph examination results are needed. Files that are precedent setting or have widespread public or Congressional interest are also considered. These include personnel security clearance case files and access data on members of the DON, DoD Civilians, Civilian Consultants, Non-appropriated Fund Employees, USO Personnel, Red Cross Volunteers and Staff, and U.S. Coast Guard Military and Selected Civilian Personnel Under The Defense Industrial and Personnel Security Programs.

Significant Incidents or Adverse Actions also included is information from Defense Hearings and Appeals (DOHA) proceedings. At creation, records could begin as "Personnel Security and Access Clearance Records" but change once it has been determined during the adjudication there are significant incidents or adverse actions apply to that individual. DON has selected a permanent retention period due to the special circumstances of the records.

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
5000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-97-2 / 5529/2/b

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

First year of records accumulation: 1995

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		
Paper	22 Cubic feet	1 Cubic feet
Microform		

Hardcopy or Analog Special Media		

1.16

5000-16 NCIS Criminal Investigative Case Files (perm)

Disposition Authority Number: DAA-NU-2015-0005-0016

Investigative reports of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility determined to be of historical value based on widespread public interest, notoriety of the individual(s) and or the seriousness of the alleged offenses. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material.

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
5000-16	SECNAV M-5210.1

GRS or Superseded Authority Citation:
N1-NU-98-2 / 5580/4/A/2/A
N1-NU-98-2 / 5580/4/A/2/B/2
N1-NU-98-2 / 5580/4/A/2/C/2
N1-NU-98-2 / 5580/4/B/2/A
N1-NU-98-2 / 5580/4/B/2/B/2
N1-NU-98-2 / 5580/4/B/2/C/2

Disposition Instruction

Cutoff Instruction	Cutoff at case closure.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 50 year(s) after cutoff

Additional Information

First year of records accumulation	1992
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		
Paper	150 Cubic feet	6 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.17

5000-17 NCIS Criminal Investigative Civil Disturbance Response

Disposition Authority Number DAA-NU-2015-0005-0017

Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Records consist of information on NCIS investigations and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions.

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
5000-17	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-98-2 / 5580/7/E/1
N1-NU-98-2 / 5580/7/E/2/B
N1-NU-98-2 / 5580/7/E/3/B

Disposition Instruction

Cutoff Instruction	Cutoff when situation or event terminates.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff

Additional Information

First year of records accumulation	1992
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		
Paper	25 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.18

5000-18 NCIS Special Investigations/Operations

Disposition Authority Number: DAA-NU-2015-0005-0018

Information originated by DOD components pertaining to those activities of non-DOD affiliated organizations/ individuals which potentially or actually threaten DOD functions, property, or personnel and files or other documentation relating to Defense Investigative Review Council (DIRC)-approved measures to quell or counter these activities.

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
5000-18	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-98-2 / 5580/8/C/1
N1-NU-98-2 / 5580/8/C/2/B
N1-NU-98-2 / 5580/8/C/3/B

Disposition Instruction

Cutoff Instruction: Cutoff at last action

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

Additional Information

First year of records accumulation: 1992

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		
Paper	21 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.19

5000-19 JAGMAN Administrative Investigations and Courts of Inquiry

Disposition Authority Number: DAA-NU-2015-0005-0019

Findings and other related records of JAGMAN administrative investigations and Courts of Inquiry into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Records are permanent if they meet the following

criteria: (1) reviewed a major policy or procedural issue, (2) attracted widespread news media attention, or (3) underwent Congressional scrutiny.

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
5000-19	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-01-1 / 4

Disposition Instruction

Cutoff Instruction	Cutoff at end of calendar year in which investigative report is final.
Transfer to Inactive Storage	Transfer to the Office of the Judge Advocate General (Code 15) after 2 years in accordance with Chapters II and XI of the JAGMAN. Investigations conducted in anticipation of litigation should be forwarded immediately after completion. Records will be entered into tracking system and transferred to the National Records Center.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 50 year(s) after cutoff

Additional Information

First year of records accumulation	1950
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		
Paper	270 Cubic feet	10 Cubic feet

Microform		
Hardcopy or Analog Special Media		

1.20

5000-20 Courts Martial Records of Trial

Disposition Authority Number: DAA-NU-2015-0005-0020

Information relating to cases concerning an officer or involving a sentence to a punitive discharge. Records consist of the original record of trial, copies of charge sheets and related papers, staff judge advocate's recommendations, court-martial orders, decisions of appellate agencies, and similar papers kept by the court-martial jurisdictions and convening authorities accumulated at OJAG.

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
5000-20	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-09-6-1

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year after appellate review.

Transfer to the National Archives for Accessioning: Transfer to the National Personnel Records Center 30 years(s) after cutoff.

Additional Information

First year of records accumulation: 1976

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		
Paper	900 Cubic feet	20 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.21 5000-21 Military Justice Information Systems

Disposition Authority Number DAA-NU-2015-0005-0021

Master files and systems documentation for electronic military justice case tracking and reporting systems including Department of the Navy Criminal Justice Information System (DONCJIS) and Appellate Case Tracking System.

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?: Yes

Manual Citation	Manual Title
5000-21	SECNAV M-5210.1

GRS or Superseded Authority Citation:
N1-NU-89-4 / 5810/2/B/1
N1-NU-89-4 / 5810/2/B/2
N1-NU-89-4 / 5814/2/A
N1-NU-89-4 / 5814/2/B
N1-NU-89-4 / 5814/2/D

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning: Transfer to the National Archives 1 year(s) after cutoff.

Additional Information

First year of records accumulation: 1989

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	20 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.22

5000-22 Death and Funeral Records

Disposition Authority Number: DAA-NU-2015-0005-0022

Death record jackets accumulated and filed by fiscal year at Bureau of Medicine and Surgery (BUMED); CNO area coordinators; The Marine Corps Casualty Section; and at Naval Medical Treatment Facilities. Records consist of individual case files, reports, forms, correspondence, and related records pertaining to persons for whom DON is responsible. Includes the Master file and documentation for Electronic Information Systems holding these records.

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

5000-22	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5360/2/A
N1-NU-89-4 / 5360/2/B
N1-NU-89-4 / 5360/1

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning: Transfer to National Personnel Records Ceneter (NPRC (MPR)) five years after cutoff.

Additional Information

First year of records accumulation: 1945

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		
Paper	701 Cubic feet	11 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.23

5000-23 Visual Information (VI)

Disposition Authority Number: DAA-NU-2015-0005-0023

Visual Information (VI) materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps.

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
5000-23	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-86-1 / 1152/4/A
N1-NU-86-1 / 1154/2/A
N1-NU-86-1 / 1551/1/A
N1-NU-86-1 / 1552/1/A
N1-NU-89-4 / 5290/1
N1-NU-89-4 / 5291/1/A/2
N1-NU-89-4 / 5291/1/A/3
N1-NU-89-4 / 5291/1/B/1
N1-NU-89-4 / 5291/1/B/2
N1-NU-89-4 / 5291/2/B

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning: Transfer with any related finding aids, to the Defense Imagery Management Operations Center (DIMOC) as soon as possible, but no later than one year from date of creation. DIMOC will cut off images annually.

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

1.24

5000-24 Audio and Video Broadcasts

Disposition Authority Number: DAA-NU-2015-0005-0024

Master recording or duplicate master, one reference copy, and appropriate licensing agreements.

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?	Yes

Manual Citation	Manual Title
5000-24	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5141/4

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

Additional Information

First year of records accumulation: 1989

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	15 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.25

5000-25 Community Relations

Disposition Authority Number DAA-NU-2015-0005-0025

Information of enduring value relating to Department of the Navy, U.S. Navy, and U.S. Marine Corps community relations. Includes official ceremony records (keel layings, launchings/christenings, commissionings, decommissionings, dedications, changes of command, establishment/disestablishment of installations); Fleet Home town News records, Non-Government Nationally organized groups (other than media, E.G., Navy League, Navy Relief Society, Fleet Reserve Association, Navy Wives Club of America, General ARFTS records and internal public affairs records.; establishment records and inter-agency agreements relating to the Armed Forces Radio and Television Service; master files of service-wide periodicals and magazines' and local station newspapers. These include program records of the establishment or disestablishment of Naval Media Center Detachments and operating locations including agreements with DOD, other services, other Navy commands, and foreign nations, regarding Navy or Navy Executive Agent AFRT Operations. Also included are Navy service-wide periodicals and magazines, such as All-Hands magazine, local station newspapers/ newsletters, and similar general interest periodicals from Navy and Marine Corps Bases, Air Stations, and major industrial facilities, e.g., naval shipyards, aircraft rework facilities, training centers, etc.. These periodicals are published at least monthly, approved by the issuing command, and contain articles/information concerning the installation, the local community, and military and civilian employees of the installation.

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
5000-25	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-89-4 / 5724/1/A/1
N1-NU-89-4 / 5726/2
N1-NU-89-4 / 5726/3
N1-NU-89-4 / 5770/4
N1-NU-89-4 / 5770/5
N1-NU-89-4 / 5780/3/A
N1-NU-89-4 / 5780/4/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

First year of records accumulation	1970
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		
Paper	51 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.26

5000-26 Information Releases - Chief of Information (CHINFO) and the Office of U.S. Marine Corps Communication (OUSMCC)

Disposition Authority Number: DAA-NU-2015-0005-0026

Master files of press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material.

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
5000-26	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-89-4 / 5720/2/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

First year of records accumulation	1945
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		
Paper	72 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.27

5000-27 Department-level FOIA Reports

Disposition Authority Number: DAA-NU-2015-0005-0027

Annual reports relating to DON implementation of the FOIA, including annual reports to the Congress at the DON level.

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
5000-27	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5720/9/E/1

Disposition Instruction

Cutoff Instruction: N1-NU-89-4 / 5720/9/E/1

Transfer to the National Archives for Accessioning: Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation: 1986

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		
Paper	16 Cubic feet	.50 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.28

5000-28 Department-level Privacy Act Reports

Disposition Authority Number: DAA-NU-2015-0005-0028

Department-level annual reports on one-time information requirement relating to DON implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.

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
5000-28	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5211/2/E/1

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning: Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation: 1988

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		
Paper	15 Cubic feet	.50 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.29

5000-29 Department-level awards

Disposition Authority Number: DAA-NU-2015-0005-0029

Information relating to awards made at the departmental level or higher (Presidential, Secretarial, etc.).

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
5000-29	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5061/5

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

First year of records accumulation: 1989

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		
Paper	14 Cubic feet	.50 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.30

5000-30 Ship-Naming, Commissioning, and Christening Ceremony Records

Disposition Authority Number: DAA-NU-2015-0005-0030

Information relating to ship-naming, commissioning, and christening ceremonies. Includes name and sponsor files.

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
5000-30	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-89-4 / 5030/1 N1-NU-89-4 / 5062

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

First year of records accumulation	1966
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		
Paper	50 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.31

5000-31 Alcohol and Drug Management Information Tracking System (ADMITS)

Disposition Authority Number: DAA-NU-2015-0005-0031

Master file and documentation for the Alcohol and Drug Management Information Tracking System (ADMITS).

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? Yes

Manual Citation	Manual Title
5000-31	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-02-6 / 2b
N1-NU-02-6 / 5353/2/D

Disposition Instruction

Transfer to the National Archives for Accessioning: Cut off (take snapshot) at the end of end of fiscal year and transfer to the National Archives.

Additional Information

First year of records accumulation: 2001

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	15 MB	1 MB
Paper		
Microform		

Hardcopy or Analog Special Media		

1.32

5000-32 Automatic Data Processing Program

Disposition Authority Number: DAA-NU-2015-0005-0032

Information created/used for the development, establishment, and accomplishment of automatic data processing (ADP) management plans, programs, and procedures.

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? Yes

Manual Citation	Manual Title
5000-32	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-89-4 / 5230/1
N1-NU-89-4 / 5239/1
N1-NU-89-4 / 5239/2

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

First year of records accumulation: 1966

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		
Paper	98 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.33

5000-33 Hazardous Substance Reports

Disposition Authority Number DAA-NU-2015-0005-0033

Reports and other records required by the Comprehensive Environmental Response Compensation Liability Act.

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
5000-33	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-4 / 5090/3
DAA-0127-2014-0022-0002

Disposition Instruction

Cutoff Instruction Cutoff at final action

Retention Period Destroy 50 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.34

5000-34 NCIS Credentials Log

Disposition Authority Number DAA-NU-2015-0005-0034

Log showing the issue and control of badges, credentials and pins naming NCIS civilian and military personnel.

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
5000-34	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-98-2 / 5512/17/A/2/A N1-NU-98-2 / 5512/17/1/2/B/2

Disposition Instruction

Cutoff Instruction	Cutoff at end of calendar year.
Retention Period	Destroy 75 year(s) after cutoff.

Additional Information

GAO Approval	Not Required

1.35

5000-35 NCIS Investigate Case Files - Controlled Death and Criminal Sex Investigations

Disposition Authority Number	DAA-NU-2015-0005-0035

Investigative reports and case files of controlled death and criminal sex investigations and investigations created on or after 1 January 1988 and where DoDI 5505.11 requires submission of offender criminal history data to the FBI.

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

5000-35	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-98-2 / 5580/4/A/1/B

Disposition Instruction

Cutoff Instruction: Cutoff at case closure

Retention Period: Destroy 50 year(s) after cutoff

Additional Information

GAO Approval: Not Required

1.36 5000-36 NCIS Incident Reports

Disposition Authority Number: DAA-NU-2015-0005-0036

Information created during maintenance of discipline, law and order and include information such as arrest reports, receipts for offenders, sobriety tests, patrol officer reports, sworn statements, arrest and disposition reports, offense reports, vehicular collision investigation reports, and other information relating to incidents, arrest or detention.

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
5000-36	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-01-2 / 3
N1-NU-01-2 / 4
N1-NU-08-2-1

Disposition Instruction

Cutoff Instruction: Cutoff at case closure

Retention Period: Destroy 50 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.37

5000-37 NCIS Polygraph Examination

Disposition Authority Number DAA-NU-2015-0005-0037

Technical information relating to polygraph examination during criminal investigations. Includes information such as statistical and technical data sheets, personal data sheets, medical waivers, question sheets, charts, numerical evaluation forms, interview logs, and related data.

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
5000-37	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-09-5 / 5580/9/D

Disposition Instruction

Cutoff Instruction Cut off after the end of the calendar

Retention Period Destroy 50 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.38

5000-38 Courts of Inquiry and Investigations (non-perm)

Disposition Authority Number DAA-NU-2015-0005-0038

Findings and other related records of JAGMAN administrative investigations and Courts of Inquiry into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Records are temporary if they do not meet criteria in 5000-19 JAGMAN Administrative Investigations and Courts of Inquiry above.

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
5000-38	SECNAV M-5210.1

GRS or Superseded Authority Citation: N1-NU-01-1 / 3

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year in which investigative report is final.

Transfer to Inactive Storage: Transfer to the Office of the Judge Advocate General (Code 15) after 2 years in accordance with Chapters II and XI of the JAGMAN. Investigations conducted in anticipation of litigation should be forwarded immediately after completion. Records will be entered into tracking system and transferred to the National Records Center.

Retention Period: Destroy 75 year(s) after cutoff.

Additional Information

GAO Approval: Not Required

1.39 5000-39 Department of the Navy Criminal Justice Information System (DONCJIS) Profile Data

Disposition Authority Number: DAA-NU-2015-0005-0039

Information captured from the data input from investigations, command actions, judicial actions, and corrections. Includes information such as but not limited to names; SSNs; dates and places of birth; offenses; investigative data; administrative actions, and administrative data drawn from base registration process, results of judicial and non-judicial actions taken, and corrections data.

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
5000-39	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-09-1 / 1

Disposition Instruction

Cutoff Instruction	Cutoff at end of calendar year.
Retention Period	Destroy 50 year(s) after cutoff.

Additional Information

GAO Approval	Not Required

1.40

5000-40 Urinalysis Records

Disposition Authority Number	DAA-NU-2015-0005-0040

Documentation of detection of drug abuse by military personnel, including Marine Corps Tables of Organization. Some exceptions to disposal standards are necessary, regardless of authorization herein, records directly relating to matters listed below will not be destroyed until clearance or settlement of the case. - Incomplete investigation - Incomplete NJP - Court Martial and other disciplinary action - Incomplete medical boards or administrative actions

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
5000-40	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-89-4 / 5355/1/A N1-NU-89-4 / 5255/1/B

Disposition Instruction

	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 75 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.41	5000-41 General Counsel Policy and Planning Support	
	Disposition Authority Number	DAA-NU-2015-0005-0041
	Information that reflects the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities. Note: Information accumulated at the Departmental Level by JAG, the General Counsel (GC), and the Legal Staffs of All Other Departmental Offices Including the Judge Advocate and Legal Staffs of the Marine Corps are scheduled under item 5000-1, Policy, Planning, and Strategy.	
	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
5000-41	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-89-4 / 5800/1/B N1-NU-89-4 / 5800/1/C
Disposition Instruction	
Cutoff Instruction	Cutoff at end of calendar year.
Retention Period	Destroy 30 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
1.42 5000-42 Survey and Inspection - Department-level	
Disposition Authority Number	DAA-NU-2015-0005-0042
Information accumulated by departmental offices other than Inspector General relating to surveys and inspections of major activities. Includes special investigation reports relating to possible violations or irregularities.	
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
5000-42	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-89-4 / 5040/3/B N1-NU-89-4 / 5040/5

Disposition Instruction

Cutoff Instruction	Cutoff at end of calendar year.
Retention Period	Destroy 30 year(s) after cutoff

Additional Information

GAO Approval	Not Required

1.43 5000-43 Local History

Disposition Authority Number	DAA-NU-2015-0005-0043

Locally prepared histories not required by nor submitted to higher authority.

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
5000-43	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-89-4 / 5750/3 N1-NU-89-4 / 5750/4/B N1-NU-89-4 / 5750/4/C N1-NU-89-4 / 5756/1

Disposition Instruction

Cutoff Instruction	Cutoff at end of calendar year.

	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.44	5000-45 Environmental Reports	
	Disposition Authority Number	DAA-NU-2015-0005-0044
	Environmental reports and documentation. Includes environmental assessments; environmental impact statements; life-cycle analyses; documentation of compliance/noncompliance; documentation required by the Army Corps of Engineers; site inspections; communications with non-DOD Federal, State, Local and Foreign environmental authorities; and all other documentation required by law, regulation, and executive order, including reports to the EPA; reports and surveys of Marine Corps owned and operated public water systems; and tests, analyses and measurements of DON-controlled drinking water.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5090/3/A N1-NU-89-4 / 5090/4 N1-NU-00-1 / 6 N1-NU-89-4 / 5104/1/B N1-NU-89-4 / 5090/1/A N1-NU-89-4 / 5090/1/B N1-NU-89-3 / 9492/3
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.45	5000-46 Equal Opportunity Office Reports	
	Disposition Authority Number	DAA-NU-2015-0005-0045

Equal Opportunity Office off-base housing reports and quarterly Navy-wide demographic data.

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
GRS or Superseded Authority Citation	N1-NU-89-4 / 5354/3/A N1-NU-89-4 / 5354/4/A

Disposition Instruction

Cutoff Instruction	Cutoff at end of calendar year.
Retention Period	Destroy 30 year(s) after cutoff

Additional Information

GAO Approval	Not Required

1.46 5000-47 Intellectual Property - Legal Review

Disposition Authority Number	DAA-NU-2015-0005-0046

Information relating to the review, license, and protection of intellectual property claims. Includes patent application review, signed agreements with owners of patents, all information relating to copyright licenses and trademark interests, and licenses and assignments of DON interests in inventions, patents, and royalties.

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
GRS or Superseded Authority Citation	N1-NU-89-4 / 5870/1/B N1-NU-89-4 / 5870/3/A N1-NU-89-4 / 5870/4/A N1-NU-89-4 / 5870/5/A N1-NU-89-4 / 5870/5/B N1-NU-89-4 / 5870/5/C

		N1-NU-89-4 / 5870/5/D N1-NU-89-4 / 5870/6/A/1
	Disposition Instruction	
	Cutoff Instruction	Cutoff at license, patent, or trademark expires.
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.47	5000-48 Publication Security Review	
	Disposition Authority Number	DAA-NU-2015-0005-0047
	Information relating to pre-publication security review. Includes request for a security review of manuscripts, photographs, lectures, radio and television scripts, etc., prior to publication to ensure that no classified or sensitive information is disclosed in the publication, copies of the results of the review and other related 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
	GRS or Superseded Authority Citation	N1-NU-06-4 / 5500/11/B
	Disposition Instruction	
	Cutoff Instruction	Cutoff at case closure
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.48	5000-49 Security Clearance Adjudication	
	Disposition Authority Number	DAA-NU-2015-0005-0048
	Case files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access determinations.	

	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
	GRS or Superseded Authority Citation	N1-NU-97-2 / 1/A N1-NU-97-2 / 2/A
	Disposition Instruction	
	Cutoff Instruction	Cutoff at case closure
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.49	**5000-50 NCIS Case Files - Personnel Investigation**	
	Disposition Authority Number	DAA-NU-2015-0005-0049
	Personnel Security investigations conducted by Naval Criminal Investigative Service. Includes routine personnel security investigations; internal personnel inquiries, and pre-employment inquiries for civilian support personnel.	
	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
	GRS or Superseded Authority Citation	N1-NU-98-2 / 5527/1/A/1 N1-NU-98-2 / 5527/1/B/1 N1-NU-09-3 / 1 N1-NU-06-1 / 1 N1-NU-98-2 / 5527/3/D N1-NU-08-4 / 1 N1-NU-08-4 / 2
	Disposition Instruction	
	Cutoff Instruction	Cutoff at case closure
	Retention Period	Destroy 30 year(s) after cutoff

Additional Information

GAO Approval: Not Required

1.50 5000-51 NCIS Criminal Investigative Reports

Disposition Authority Number: DAA-NU-2015-0005-0050

Investigative reports of matters of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury 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

GRS or Superseded Authority Citation: N1-NU-98-2 / 5580/4/A/1

Disposition Instruction

Cutoff Instruction: Cutoff at case closure

Retention Period: Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval: Not Required

1.51 5000-52 NCIS Non-Investigative Reports

Disposition Authority Number: DAA-NU-2015-0005-0051

NCIS reports and assessments of non-investigative nature. Includes NCIS Security Training, Assistance, Assessment Team (STAAT) vulnerability assessments; criminal intelligence and information reports, protective operations, and sources administration.

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
	GRS or Superseded Authority Citation	DAA-0526-2010-0001-0001 N1-NU-98-2 / 5580/4/D/1/A N1-NU-98-2 / 5580/4/D/4/A N1-NU-04-2 / 3
	Disposition Instruction	
	Cutoff Instruction	Cutoff at case closure
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.52	**5000-53 Summary and Special Courts-Martial**	
	Disposition Authority Number	DAA-NU-2015-0005-0052
	Summary and Special Courts-Martial Cases not involving a punitive discharge nor concerning an officer (consisting of the original record of trial).	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5813/3/A N1-NU-89-4 / 5813/3/B
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.53	**5000-54 Military Music Recordings**	
	Disposition Authority Number	DAA-NU-2015-0005-0053

Audio and visual recording of special events and concerts.

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
GRS or Superseded Authority Citation	N1-NU-89-4 / 5141/5/A

Disposition Instruction

Cutoff Instruction	Cutoff at end of calendar year.
Retention Period	Destroy 30 year(s) after cutoff

Additional Information

GAO Approval	Not Required

1.54 5000-55 Program Oversight (General Administration)

Disposition Authority Number	DAA-NU-2015-0005-0054

Information relating to the oversight of the execution of plans, policies, programs, and procedures relating to the commands assigned mission.

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
GRS or Superseded Authority Citation	N1-NU-89-4 / 5110/1/A N1-NU-89-4 / 5210/1/A N1-NU-89-4 / 5213/2/A N1-NU-89-4 / 5213/3 N1-NU-89-4 / 5219/1 N1-NU-02-5 / 15 N1-NU-89-4 / 5600/1

		N1-NU-89-4 / 5771/1/B N1-NU-89-4 / 5771/1/C N1-NU-89-4 / 5772/1 N1-NU-89-4 / 5774/2 N1-NU-89-4 / 5780/1/A
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.55	5000-56 Annual Expanded Legal Assistance Program (ELAP) Report	
	Disposition Authority Number	DAA-NU-2015-0005-0055
	Report consists of primary statistical information compiled from legal assistance case record forms and supplemented by material on functioning of program. Reports are prepared annually by legal assistance attorneys.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5801/5
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.56	5000-57 Survey and Inspection	
	Disposition Authority Number	DAA-NU-2015-0005-0056
	Final reports of surveys and inspections of major activities performed by an Inspector General's Office and supporting documentation of action taken.	

	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5040/1/C N1-NU-89-4 / 5040/3/C
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.57	**5000-58 NCIS Polygraph Examiner Certification**	
	Disposition Authority Number	DAA-NU-2015-0005-0057
	Polygraph examiner certification information, including applications, recommendations, approvals, disapprovals and related information.	
	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
	GRS or Superseded Authority Citation	N1-NU-98-2 / 5580/9/B
	Disposition Instruction	
	Cutoff Instruction	Cutoff upon separation or retirement of examiner
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.58	**5000-59 Military Justice Case Management - USMC**	
	Disposition Authority Number	DAA-NU-2015-0005-0058

Computerized tracking system used Marine Corps wide to provide law centers, judge advocates, and staff judge advocates the ability to track the progression of their cases throughout the pre-trial, trial, and post-trial phases. The system provides oversight to ensure that all cases are tried in an expeditious manner, and that the post-trial process is handled in accordance with the timelines established by the appellate courts.

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
GRS or Superseded Authority Citation	N1-NU-07-12 / 1

Disposition Instruction

Cutoff Instruction	Cutoff at case closure.
Retention Period	Destroy 10 year(s) after cutoff

Additional Information

GAO Approval	Not Required

1.59 5000-60 Military Justice Case Management: - Reports

Disposition Authority Number	DAA-NU-2015-0005-0059

Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel.

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
GRS or Superseded Authority Citation	N1-NU-01-1 / 6

	Disposition Instruction	
	Cutoff Instruction	Cutoff at case closure
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.60	5000-61 Visual Information (VI) - Activities' Copies	
	Disposition Authority Number	DAA-NU-2015-0005-0060
	Activities' copies of VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities and maintained at the activity or command-level.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5291/1/C/1/C/3
	Disposition Instruction	
	Cutoff Instruction	Transfer visual information to the Defense Imagery Management Operations Center (DIMOC) as soon as possible, but no later than one year from the date of creation.
	Retention Period	1. DIMOC may offer back to the capturing U.S. Military Service. 2. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DIMOC will destroy records immediately after receiving a negative response from owning DoD Component or DIMOC will destroy records immediately if not offered to any Component.
	Additional Information	
	GAO Approval	Not Required
1.61	5000-62 Drug Abuse and Rehabilitation	

	Disposition Authority Number	DAA-NU-2015-0005-0061
	Information relating to rehabilitation of participants in the Alcohol and Drug Prevention and Control Program. Includes, but not limited to urinalysis results, treatment plans, patient observations, treatment progress reports, and discharge reports.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5355/1/B/2 N1-NU-89-4 / 5355/3
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.62	5000-64 JROTC Records	
	Disposition Authority Number	DAA-NU-2015-0005-0062
	Records concerning the establishment of the Navy and Marine Corps Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) programs In high schools and other secondary schools Records. Include, but are not limited to, Instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as Instructor, Instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an Instructor, and academic degrees, certification letters, Instructor status (probation / evaluation), Instructor evaluations, Instructor observation reports, school evaluations and probation letters, resignation letters, pay information, and associated 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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	DAA-0428-2012-0003-0001 DAA-0428-2012-0003-0003 DAA-0428-2012-0003-0004 DAA-0428-2012-0003-0005 DAA-0428-2012-0003-0006
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of the calendar year
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.63	5000-65 Employment records	
	Disposition Authority Number	DAA-NU-2015-0005-0063
	Income tax withholding records. Please also see chapters 1, 7, and 12.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5380/1/B/2 N1-NU-98-2 / 5527/3/A/2 N1-NU-89-4 / 5840/1/A N1-NU-89-4 / 5840/1/B N1-NU-89-4 / 5320/1/A N1-NU-89-4 / 5380/1/B/1 N1-NU-89-4 / 5320/1/B

Disposition Instruction

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

Additional Information

GAO Approval	Not Required

1.64

5000-66 Program Management

Disposition Authority Number	DAA-NU-2015-0005-0064

Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission maintained by activities, departments, divisions, and other organizational units.

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
GRS or Superseded Authority Citation	N1-NU-89-4 / 5040/2 N1-NU-89-4 / 5070/4 N1-NU-89-4 / 5130/1 N1-NU-89-4 / 5140/1 N1-NU-89-4 / 5140/2/A N1-NU-89-4 / 5140/2/B N1-NU-89-4 / 5142/1 DAA-0428-2011-0001-0001 N1-NU-89-4 / 5213/1 N1-NU-89-4 / 5215/1/B N1-NU-89-4 / 5220/2 N1-NU-89-4 / 5233/2 N1-NU-89-4 / 5240/1/A N1-NU-89-4 / 5240/1/B N1-NU-89-4 / 5250/1 N1-NU-89-4 / 5402/1/A N1-NU-02-5 / 8 N1-NU-02-5 / 14 N1-NU-98-2 / 55217/3/A/1/A N1-NU-98-2 / 5529/3/A

N1-NU-06-5 / 1
N1-NU-89-4 / 5530/3/A
N1-NU-89-4 / 5560/2/A
N1-NU-98-2 / 5580/4/D/1/B
N1-NU-98-2 / 5580/4/D/2
N1-NU-07-5 / 1
N1-NU-09-2 / 4
N1-NU-89-4 / 5720/1/A
N1-NU-89-4 / 5723/1/A
N1-NU-89-4 / 5728/1/A
N1-NU-89-4 / 5770/1
N1-NU-89-4 / 5771/2
N1-NU-89-4 / 5773
N1-NU-89-4 / 5774/1
N1-NU-89-4 / 5775/1
N1-NU-89-4 / 5776/1
N1-NU-89-4 / 5777/1
N1-NU-89-4 / 5778/1
N1-NU-89-4 / 5779/1
N1-NU-89-4 / 5810/1
N1-NU-89-4 / 5940/1

Disposition Instruction

Cutoff Instruction	Cut off at end of calendar year, cancellation or supersession.
Retention Period	Destroy 5 year(s) after cutoff

Additional Information

GAO Approval	Not Required

1.65 5000-67 NCIS Criminal Investigation - Topical Files

Disposition Authority Number	DAA-NU-2015-0005-0065

Files contain investigations of the type mentioned in SSIC 5580.4a when a logical suspect is not developed except death and criminal sex cases, which will be filed under SSIC 5580.4a(1)(b). if logical suspect is developed within 5 years of the close date for any of these investigations, the investigative reports are pulled from the topical file and retained with the pertinent name dossier. After 5 years, the remaining topical file material is of no substantive value for investigative, historical, or other research; and or in other-agency originated documents.

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
	GRS or Superseded Authority Citation	N1-NU-98-2
	Disposition Instruction	
	Cutoff Instruction	Cutoff at case closure
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.66	**5000-68 Interagency Agreements**	
	Disposition Authority Number	DAA-NU-2015-0005-0066
	Information relating to understandings and agreements between elements of the Department of the Navy (DON), between the DON and other military services or Federal agencies or between the DON and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated to provide and obtain various types of support services. The services include but are not limited to security, law enforcement, logistical, medical, fire protection, facilities, payroll, and similar support. They can be one-time or continuing. Included are agreements, agreement checklist, Memorandums of Understanding (MOUs) Memorandum of Agreement (MOAs), reviews, comments, related correspondence and similar information.	
	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
	GRS or Superseded Authority Citation	N1-NU-01-4 / 7
	Disposition Instruction	
	Cutoff Instruction	Cutoff at supersession, cancelation, or termination of the agreement.
	Retention Period	Destroy 7 year(s) after cutoff

Additional Information

GAO Approval: Not Required

1.67 5000-69 USMC Inspection Reports

Disposition Authority Number: DAA-NU-2015-0005-0067

Inspection Reports of Marine Corps Activities Conducted by the Inspector General of the Marine Corps. Included with each report are comments from interested HQMC staff agencies and replies from unit commanders of corrective action taken. These records are maintained by the Inspector General of the Marine Corps, unit commanders, and interested HQMC staff agencies.

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

GRS or Superseded Authority Citation: N1-NU-89-4 / 5040/9/A
N1-NU-89-4 / 5040/9/B
N1-NU-89-4 / 5040/9/C

Disposition Instruction

Cutoff Instruction: Cutoff at the end of calendar year.

Retention Period: Destroy 7 year(s) after cutoff

Additional Information

GAO Approval: Not Required

1.68 5000-70 Foreign Disclosure Authorization (DA) for Visits

Disposition Authority Number: DAA-NU-2015-0005-0068

Visit DAs are the result of the review, analysis, coordination and approval/ disapproval for the disclosure of classified or controlled unclassified information to foreign governments, entities, nationals or their representatives during regular (one-time or recurring) and extended visits to DON military or contractor facilities. DAs are issued in support of programs such as Security Assistance Program (Foreign Military Sales or Direct Commercial Sales); NATO Rationalization; and Standardization and Interoperability (RSI). The Technology Cooperation Program

(TTCP), Defense Personnel Exchange Program (DPEP); Foreign Liaison Officer (FLO) Programs; and International Cooperative Programs (CP).

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
GRS or Superseded Authority Citation	N1-NU-02-5 / 5510/5/B/1

Disposition Instruction

Cutoff Instruction	Cutoff at case closure.
Retention Period	Destroy 7 year(s) after cutoff

Additional Information

GAO Approval	Not Required

.1.69 5000-71 Classified Material Control

Disposition Authority Number	DAA-NU-2015-0005-0069

Information relating to the receipt, transfer, issuance, or destruction of classified documents.

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
GRS or Superseded Authority Citation	N1-NU-01-3 / 10 N1-NU-89-4 / 5511/2 N1-NU-01-3 / 11 N1-NU-01-3 / 12

Disposition Instruction

	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.70	5000-72 Installation or Facility Visitor's Requests	
	Disposition Authority Number	DAA-NU-2015-0005-0070
	Information relating to visits and to applications for and issuance of visitor's passes or vehicle entry permits.	
	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
	GRS or Superseded Authority Citation	N1-NU-97-4 / 1 N1-NU-89-4 / 5512/6/A N1-NU-89-4 / 5512/7/A
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.71	5000-73 NCIS Preliminary Investigation Reports	
	Disposition Authority Number	DAA-NU-2015-0005-0071
	Preliminary investigation reports used to document the receipt of information that at the initial stage indicated an incident occurred involving one or more criminal offenses, however it was subsequently determined that no criminal offense occurred or that the incident and offenses did not fall within NCIS' or CID's jurisdiction and or responsibility to investigate. Records may be retained in either hardcopy or electronic/imaged format.	
	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
	GRS or Superseded Authority Citation	N1-NU-09-2 / 1
	Disposition Instruction	
	Cutoff Instruction	Cutoff at case closure
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.72	**5000-74 NCIS Evidence and Forensic Laboratory**	
	Disposition Authority Number	DAA-NU-2015-0005-0072
	Information created by the NCIS and Base Security/Provost Marshal Offices worldwide and used by criminal investigators and crime laboratories. It consists of information showing the description, receipt, and disposition of physical property held as evidence for potential use in military or civil court proceedings. Included are evidence custody documents (ECD), statements of destruction, logbooks (e.g., OPNAV 5580/24), related information. Includes hardcopy and electronically captured fingerprint records.	
	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
	GRS or Superseded Authority Citation	N1-NU-98-2 / 5580/5/A N1-NU-98-2 / 5580/5/B N1-NU-98-2 / 5580/11/A/2 N1-NU-07-8 / 3 N1-NU-07-8 / 4
	Disposition Instruction	

	Cutoff Instruction	Cutoff after final disposition of evidence or at end of calendar year.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.73	5000-75 Legal Assistance	
	Disposition Authority Number	DAA-NU-2015-0005-0073
	Information relating to legal assistance. Includes legal assistance productivity report and appointment of trustees in cases of incompetency.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5801/4 N1-NU-89-4 / 5802/1 DAA-0428-2014-0002-0001
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.74	5000-78 Information Release	
	Disposition Authority Number	DAA-NU-2015-0005-0074
	Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material. Includes formally released document that is not forwarded to or duplicated in the files of CHINFO, OUSMCC, Navy Department, or other higher authority.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5720/2/B
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.75	5000-79 Visual Information - Logs	
	Disposition Authority Number	DAA-NU-2015-0005-0075
	Logs of still picture negatives and motion picture film. (Exclude shelf lists, indexes, and other records that can be used as finding aids.)	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5290/2/B
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.76	5000-80 Safety Investigations and Mishap Analysis	
	Disposition Authority Number	DAA-NU-2015-0005-0076

Afloat, shore, ground and expeditionary warfare safety investigations, mishap analysis and hazard reports (all severity classifications, including hazard reports). Original reports (including evidence) and endorsements. Reports required by OPNAVINST 5102.1 (series) / MCO P5102.1 (series) are maintained by the Naval Safety Center, Norfolk, VA. Note: Exposure records and entries contained in the Employee Medical File (EMF), such as occupational injuries or illnesses, progress reports, lab results, X-ray reports, and X-rays are to be retained according to appropriate schedule item in chapter 6 of this manual.

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
GRS or Superseded Authority Citation	N1-NU-89-4 / 5102/1

Disposition Instruction

Retention Period	Transfer to Naval Safety Center, Norfolk, VA. Naval Safety Center retains indefinitely.

Additional Information

GAO Approval	Not Required

1.77 5000-81 Safety and Occupational Health - Local Activity Copies

Disposition Authority Number	DAA-NU-2015-0005-0077

Records of safety investigations, mishap analysis and hazard reports (all severity classifications, including hazard reports) of incidents afloat, on shore, ground and expeditionary warfare including test results or waste analyses, reports of injuries or occupational disease, work project case files for occupational health, industrial and environmental control records and related documentation.. Copies held by all other organizations Note: Exposure records and entries contained in the Employee Medical File (EMF), such as occupational injuries or illnesses, progress reports, lab results, X-ray reports, and X-rays are to be retained according to appropriate schedule item in chapter 6 of this manual.

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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5090/2/B N1-NU-89-4 / 5100/2/B N1-NU-89-4 / 5100/3/A N1-NU-89-4 / 5100/3/B/1 N1-NU-89-4 / 5100/4/B N1-NU-89-4 / 5102/1/A/1 NC1-NU-81-2 / 6200/2/C
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year of date of the final endorsement.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.78	**5000-82 General Operations - Administration and Management**	
	Disposition Authority Number	DAA-NU-2015-0005-0078
	Information relating to the daily operations of Navy and Marine Corps management and administration. Includes policy waivers; intra-Navy agreements; correspondence transactions; custody receipts; publication inventory reports; routine statistical reports and data summaries; mail and postal logs; classified mail receipts and logs; musician proficiency reports; music composition review; privacy act requests; records holdings inventory; Equal Opportunity Office reports; standards of conduct; fund-raising campaign files; visit requests; employee identification and credentials; military dependent identification and credentials; lost property statements and reports; courier authorization; facility access; publications source material; time reports; media clippings; media queries; minor officials and guest speeches and speakers biographies; and space holdings and storage.	
	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

GRS or Superseded Authority Citation	N1-NU-08-5 / 1 N1-NU-08-5 / 2 N1-NU-08-5 / 3 N1-NU-08-5 / 4 N1-NU-89-4 / 5000/2 N1-NU-01-4 / 4 N1-NU-01-4 / 8 N1-NU-01-4 / 9 N1-NU-89-4 / 5040/2/D N1-NU-02-01 / 7 N1-NU-02-01 / 9 N1-NU-89-4 / 5060/1 N1-NU-89-4 / 5061/1/A N1-NU-89-4 / 5061/1/B N1-NU-89-4 / 5061/2 N1-NU-89-4 / 5070/5/A N1-NU-89-4 / 5070/5/B N1-NU-89-4 / 5070/5/D N1-NU-89-4 / 5090/2/A N1-NU-89-4 / 5090/2/C N1-NU-89-4 / 5090/2/D N1-NU-89-4 / 5090/2/E N1-NU-89-4 / 5100/2/A N1-NU-89-4 / 5100/4/A N1-NU-89-4 / 5100/5 N1-NU-89-4 / 5100/6 N1-NU-89-4 / 5100/8 N1-NU-89-4 / 5102/1/B/1 N1-NU-89-4 / 5110/1/B N1-NU-89-4 / 5110/4 N1-NU-89-4 / 5110/5 N1-NU-89-4 / 5110/6 N1-NU-89-4 / 5110/7 N1-NU-89-4 / 5110/8 N1-NU-89-4 / 5110/9 N1-NU-89-4 / 5110/10 N1-NU-89-4 / 5110/13/A N1-NU-89-4 / 5119/1 N1-NU-89-4 / 5120/1 N1-NU-89-4 / 5120/2 N1-NU-89-4 / 5120/3 N1-NU-89-4 / 5120/4 N1-NU-89-4 / 5120/7 N1-NU-89-4 / 5140/3 N1-NU-89-4 / 5141/3 N1-NU-89-4 / 5219/2/B

N1-NU-89-4 / 5219/3/B/1/A
N1-NU-89-4 / 5219/3/B/1/B
N1-NU-89-4 / 5219/3/B/1/C
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N1-NU-89-4 / 5219/3/B/1/G
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N1-NU-89-4 / 5219/3/B/1/I
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N1-NU-89-4 / 5236/2
N1-NU-89-4 / 5238/1
N1-NU-89-4 / 5238/2
N1-NU-89-4 / 5305/1
N1-NU-89-4 / 5320/1/C
N1-NU-89-4 / 5321/1
N1-NU-89-4 / 5350/1
N1-NU-89-4 / 5353/3/A
N1-NU-89-4 / 5353/4
N1-NU-89-4 / 5355/1/B/1
N1-NU-89-4 / 5380/1/A/1
N1-NU-89-4 / 5380/1/A/2
N1-NU-89-4 / 5380/4
N1-NU-89-4 / 5420/2
N1-NU-03-2 / 8
N1-NU-03-2 / 9
N1-NU-89-4 / 5500/3/A
N1-NU-89-4 / 5500/3/B
N1-NU-89-4 / 5500/4/A
N1-NU-89-4 / 5500/4/B
N1-NU-89-4 / 5500/5
N1-NU-89-4 / 5500/7
N1-NU-03-2 / 11
N1-NU-06-4 / 1
N1-NU-01-3 / 5
N1-NU-01-3 / 6
N1-NU-01-3 / 7
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N1-NU-02-5 / 5
N1-NU-02-5 / 6

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N1-NU-02-5 / 16
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N1-NU-89-4 / 5511/4
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N1-NU-89-4 / 5512/14/A
N1-NU-89-4 / 5512/14/B
N1-NU-01-3 / 14
N1-NU-01-3 / 16
N1-NU-97-1 / 1/B
N1-NU-01-3 / 18
N1-NU-98-2 / 5/A/2
N1-NU-97-2 / 1/B
N1-NU-03-1 / 5
N1-NU-06-5 / 2
N1-NU-89-4 / 5530/1/A
N1-NU-89-4 / 5530/2
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N1-NU-03-2 / 12
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N1-NU-89-4 / 5540/1
N1-NU-89-4 / 5580/2
N1-NU-89-4 / 5580/3
N1-NU-06-6 / 3
N1-NU-98-2 / 5580/8/A/1
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N1-NU-98-2 / 5580/8/E
N1-NU-98-2 / 5580/8/F
N1-NU-98-2 / 5580/8/G
N1-NU-98-2 / 5580/8/H
N1-NU-98-2 / 5580/12
N1-NU-89-4 / 5585/4
N1-NU-89-4 / 5585/4
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N1-NU-89-4 / 5603/7
N1-NU-89-4 / 5603/8/A
N1-NU-89-4 / 5605/1
N1-NU-02-3 / 1/B
N1-NU-02-3 / 1/C
N1-NU-89-4 / 5720/3
N1-NU-89-4 / 5720/5/A
N1-NU-89-4 / 5720/7
N1-NU-89-4 / 5721/1/B
N1-NU-89-4 / 5726/1
N1-NU-89-4 / 5727/1
N1-NU-89-4 / 5727/2
N1-NU-89-4 / 5740/1
N1-NU-89-4 / 5751/2
N1-NU-89-4 / 5755/1/B
N1-NU-89-4 / 5760/1
DAA-0428-2012-0003-0002
N1-NU-89-4 / 5770/2
N1-NU-89-4 / 5780/4/B
N1-NU-89-4 / 5801/1/B
N1-NU-89-4 / 5801/2
N1-NU-89-4 / 5801/3
N1-NU-89-4 / 5811/1
N1-NU-89-4 / 5812/1
N1-NU-89-4 / 5813/2
N1-NU-89-4 / 5814/1
N1-NU-89-4 / 5815/1
N1-NU-89-4 / 5817/1
N1-NU-89-4 / 5820/1
N1-NU-89-4 / 5821/1
N1-NU-89-4 / 5822/1
N1-NU-89-4 / 5830/2
N1-NU-01-1 / 5
N1-NU-89-4 / 5880/2
N1-NU-89-4 / 5890/2
N1-NU-89-4 / 5900/1
N1-NU-89-4 / 5900/3
N1-NU-89-4 / 5900/9
N1-NU-89-4 / 5910/1/B/1
N1-NU-89-4 / 5910/1/B/2

Disposition Instruction

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

Additional Information

GAO Approval	Not Required

1.79 5000-83 Information Management Control

Disposition Authority Number	DAA-NU-2015-0005-0079

Records incolving licensing data collections obtained from the public, other Federal agencies, DoD and within the DON ensuring data collections follow Title 44 U.S.C. and DoD/DON Information Collection Programs. Includes: • registers or databases used to record and control the numbers and other identifying data assigned to each control symbol. • official case files consisting of the record copy of each control symbol sponsored by DON/DON component with related requiring documentation, superseded control symbol packages and documentation showing scope, purpose, and background material of the data collection

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
GRS or Superseded Authority Citation	N1-NU-89-4 / 5214/1/A/1 N1-NU-89-4 / 5214/1/A/2 N1-NU-89-4 / 5214/1/B

Disposition Instruction

Cutoff Instruction	Cutoff at control symbol cancellation.
Retention Period	Destroy 3 year(s) after cutoff

Additional Information

GAO Approval	Not Required

1.80 5000-84 Working Papers and Reference Information

Disposition Authority Number	DAA-NU-2015-0005-0080

Information accumulated in contribution to a final report, presentation, research paper, product, or other document. Includes information used for reference purposes only.

	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5000/3 N1-NU-89-4 / 5000/5 N1-NU-89-4 / 5000/7 N1-NU-89-4 / 5000/8 N1-NU-89-4 / 5200/2/A N1-NU-89-4 / 5219/2/A N1-NU-89-4 / 5400/2
	Disposition Instruction	
	Retention Period	Destroy when 6 months old.
	Additional Information	
	GAO Approval	Not Required
1.81	5000-85 Transient Records	
	Disposition Authority Number	DAA-NU-2015-0005-0081
	Information related to management and administration that has minimal or no documentary or evidential value.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5000/4 N1-NU-89-4 / 5000/6 N1-NU-89-4 / 5040/3/E/1 N1-NU-89-4 / 5040/3/E/2 N1-NU-89-4 / 5040/3/F N1-NU-89-4 / 5040/4 N1-NU-89-4 / 5050/1/B N1-NU-89-4 / 5050/2 N1-NU-89-4 / 5070/3 N1-NU-89-4 / 5100/7

N1-NU-89-4 / 5100/12
N1-NU-89-4 / 5102/1/A/2
N1-NU-89-4 / 5102/1/B/2
N1-NU-89-4 / 5110/2
N1-NU-89-4 / 5110/3
N1-NU-89-4 / 5110/11
N1-NU-89-4 / 5110/13/B
N1-NU-89-4 / 5110/13/B
N1-NU-89-4 / 5120/5
N1-NU-89-4 / 5120/6
N1-NU-89-4 / 5120/8
N1-NU-89-4 / 5210/1/B
N1-NU-89-4 / 5219/3/B/1/D
N1-NU-89-4 / 5230/4/B
N1-NU-89-4 / 5230/4/B
N1-NU-89-4 / 5230/4/E
N1-NU-89-4 / 5232/1
N1-NU-89-4 / 5141/5/B
N1-NU-89-4 / 5291/1/C/1/C/1
N1-NU-89-4 / 5291/1/C/1/C/2/A
N1-NU-89-4 / 5291/1/C/1/C/2/B
N1-NU-89-4 / 5291/1/C/1/C/2/C
N1-NU-89-4 / 5291/1/C/1/C/2/D
N1-NU-89-4 / 5291/1/C/1/C/2/E
N1-NU-89-4 / 5291/1/C/1/C/2/F
N1-NU-89-4 / 5291/1/C/1/C/2/G
N1-NU-89-4 / 5291/1/C/1/C/1/A
N1-NU-89-4 / 5291/1/C/1/C/1/B
N1-NU-89-4 / 5291/1/C/1/C/1/C
N1-NU-89-4 / 5291/1/C/1/C/1/D
N1-NU-89-4 / 5291/1/C/1/C/1/E
N1-NU-89-4 / 5291/1/C/1/C/1/F
N1-NU-89-4 / 5291/1/C/1/C/1/G
N1-NU-89-4 / 5291/1/C/1/C/1/H
N1-NU-89-4 / 5291/1/C/1/C/1/J
N1-NU-89-4 / 5291/1/C/1/C/1/K
N1-NU-89-4 / 5291/3/A/4
N1-NU-89-4 / 5291/3/B/3
N1-NU-89-4 / 5291/3/C/2
N1-NU-89-4 / 5291/3/C/3
N1-NU-89-4 / 5291/3/D/2
N1-NU-89-4 /5291/3/D/3
N1-NU-89-4 / 5291/3/D/5
N1-NU-89-4 / 5291/3/D/7
N1-NU-89-4 / 5291/3/D/8
N1-NU-89-4 / 5291/3/E

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N1-NU-89-4 / 5312/1
N1-NU-89-4 / 5314/1
N1-NU-89-4 / 5380/1/D
N1-NU-89-4 / 5410/1
N1-NU-89-4 / 5442/1/A
N1-NU-89-4 / 5442/1/B
N1-NU-89-4 / 5450/2
N1-NU-89-4 / 5450/3
N1-NU-01-3 / 8
N1-NU-02-5 / 7
N1-NU-02-5 / 12
N1-NU-89-4 / 5512/1/A
N1-NU-89-4 / 5512/1/B
N1-NU-89-4 / 5512/2/A
N1-NU-89-4 / 5512/3
N1-NU-89-4 / 5512/8/A
N1-NU-89-4 / 5512/12
N1-NU-89-4 / 5512/13
N1-NU-98-2 / 5512/17/B/1
N1-NU-98-2 / 5527/3/A/1/B
N1-NU-89-4 / 5530/1/B
N1-NU-89-4 / 5531/1/B
N1-NU-89-4 / 5532/1
N1-NU-89-4 / 5532/3
N1-NU-89-4 / 5532/4/B/1
N1-NU-89-4 / 5532/4/B/2
N1-NU-89-4 / 5532/2
N1-NU-89-4 / 5532/6
N1-NU-89-4 / 5560/3
N1-NU-89-4 / 5560/3
N1-NU-98-2 / 5580/4/D/3
N1-NU-06-6 / 4
N1-NU-98-2 / 5580/7/C
N1-NU-98-2 / 5580/7/D
N1-NU-98-2 / 5580/8/B
N1-NU-89-4 / 5600/5
N1-NU-89-4 / 5602/3
N1-NU-89-4 / 5603/3/B
N1-NU-89-4 / 5603/4
N1-NU-89-4 / 5603/5/A
N1-NU-89-4 / 5603/5/B
N1-NU-89-4 / 5605/2
N1-NU-89-4 / 5720/6
N1-NU-89-4 / 5720/8
N1-NU-89-4 / 5724/1/B/1

		N1-NU-89-4 / 5727/3 N1-NU-89-4 / 5752/1 N1-NU-89-4 / 5755/1/A N1-NU-89-4 / 5755/1/C N1-NU-89-4 / 5770/3 N1-NU-89-4 / 5900/2 N1-NU-89-4 / 5900/5/B N1-NU-89-4 / 5930/2 N1-NU-89-4 / 5861/2 N1-NU-89-4 / 5862/1 N1-NU-89-4 / 5870/2
	Disposition Instruction	
	Retention Period	Destroy when 6 months old.
	Additional Information	
	GAO Approval	Not Required
1.82	5000-86 Subordinate Command Plans and Policies	
	Disposition Authority Number	DAA-NU-2015-0005-0082
	Implementing directives and instructions issued or maintained by subordinate commands. Includes local activity copies of delegation/succession of authority.	
	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
	GRS or Superseded Authority Citation	N1-NU-01-4 / 3 N1-NU-89-4 / 5100/11 N1-NU-89-4 / 5215/1/C N1-NU-89-4 / 5216 N1-NU-89-4 / 5217 N1-NU-89-4 / 5231/1 N1-NU-89-4 / 5231/2 N1-NU-89-4 / 5237/1 N1-NU-89-4 / 5240/1/C N1-NU-01-3 / 4 N1-NU-01-3 / 17 N1-NU-89-4 / 5514/1 N1-NU-98-2 / 5580/10/A N1-NU-89-4 / 5402/1/B/2/A

	Disposition Instruction	
	Retention Period	Destroy when superseded or canceled
	Additional Information	
	GAO Approval	Not Required
1.83	5000-87 Indexes and Finding Aids	
	Disposition Authority Number	DAA-NU-2015-0005-0083
	Information used to locate other records, such as catalogs, indexes and finding aids.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5061/4 N1-NU-89-4 / 5070/1 N1-NU-89-4 / 5070/2 N1-NU-89-4 / 5605/4 N1-NU-89-4 / 5720/2/C/1
	Disposition Instruction	
	Retention Period	Destroy or delete when superseded or obsolete.
	Additional Information	
	GAO Approval	Not Required
1.84	5000-88 Duty Delegation	
	Disposition Authority Number	DAA-NU-2015-0005-0084
	Information related to the designation of a person to serve in a specific capacity.	
	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

	GRS or Superseded Authority Citation	N1-NU-01-4 / 5
	Disposition Instruction	
	Retention Period	Destroy on expiration, revocation, or supersession of designation.
	Additional Information	
	GAO Approval	Not Required
1.85	**5000-90 Physical/Information Security Controls**	
	Disposition Authority Number	DAA-NU-2015-0005-0085
	Information relating to physical security controls. Includes restricted area designation; baggage tags; courier authorization cards; and record access files.	
	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
	GRS or Superseded Authority Citation	N1-NU-03-2 / 10 N1-NU-89-4 / 5512/5/B N1-NU-89-4 / 5512/8/B N1-NU-89-4 / 5512/10 N1-NU-89-4 / 5512/11 N1-NU-98-2 / 5512/17/A/2/B/1 N1-NU-98-2 / 5512/17/C N1-NU-01-3 / 15 N1-NU-01-3 / 19
	Disposition Instruction	
	Retention Period	Destroy when superseded or obsolete.
	Additional Information	
	GAO Approval	Not Required
1.86	**5000-91 Personnel Clearances**	
	Disposition Authority Number	DAA-NU-2015-0005-0086
	Case files relating to the investigation and adjudication of personnel security clearances.	
	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
	GRS or Superseded Authority Citation	N1-NU-97-1 / 1/A N1-NU-89-4 / 5521/2/A N1-NU-89-4 / 5521/2/B N1-NU-03-1 / 3
	Disposition Instruction	
	Retention Period	Destroy upon transfer or separation of employee.
	Additional Information	
	GAO Approval	Not Required
1.87	5000-92 Civil Disturbance - Open Source Listing	
	Disposition Authority Number	DAA-NU-2015-0005-0087
	Listings of those who have official responsibilities related to control of disturbances which are obtained prior to commitment of Federal troops and routinely maintained for planning purposes.	
	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
	GRS or Superseded Authority Citation	N1-NU-98-2 / 5580/7/A N1-NU-98-2 / 5580/7/B
	Disposition Instruction	
	Retention Period	Destroy or delete when superseded or obsolete.
	Additional Information	
	GAO Approval	Not Required
1.88	5000-93 Missing, Lost, Stolen or Recovered Government Property (MSLR)	
	Disposition Authority Number	DAA-NU-2015-0005-0088

An operational system, which provides the CNO and Naval Criminal Investigative Service (NCIS) with information concerning firearms, explosives, ammunition, and property which has been reported missing, lost, stolen, or recovered in the Navy.

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
GRS or Superseded Authority Citation	N1-NU-89-4 / 5500/8

Disposition Instruction

Retention Period	Retain updated master file until no longer required then destroy.

Additional Information

GAO Approval	Not Required

1.89 5000-94 Navy and Marine Corps Art, Artifact, and Historical Aircraft Collection Management

Disposition Authority Number	DAA-NU-2015-0005-0089

Information documenting the accession, management, loan, and disposition of art, artifacts, and aircraft in Navy and Marine Corps historical collections.

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
GRS or Superseded Authority Citation	N1-NU-89-4 / 5754/1

Disposition Instruction

Transfer to Inactive Storage	Retain at NHHC, Marine Corps Art or other DON Museums.

	Retention Period	Destroy when no longer required for business use.
	Additional Information	
	GAO Approval	Not Required
1.90	5000-95 Military Music Compositions	
	Disposition Authority Number	DAA-NU-2015-0005-0090
	Information relating to the arrangement of music for official use. Included are scores, licensing agreements, correspondence, and related documents.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-4 / 5141/2
	Disposition Instruction	
	Retention Period	Destroy when no longer required for band's mission.
	Additional Information	
	GAO Approval	Not Required
1.91	5000-96 Correspondence and Approvals - Non-DoD Hosted Conferences	
	Disposition Authority Number	DAA-NU-2015-0005-0091
	Records consisting of requests, correspondence, final approval authorizations and memos for attendance to a non-DoD hosted conference.	
	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

Disposition Instruction

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

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
03/21/2017	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
06/08/2017	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/17/2017	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/18/2017	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/18/2017	Submit For Certification	Kristen Meehan	Records Management Analyst	DON/SECNAV - DON/AA DRMD
10/23/2017	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
04/11/2018	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

04/18/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5750.5a(2)	HISTORICAL MATTERS RECORDS	5. Oral History Records. a. Marine Corps Field Interviews. Interviews of Marine Corps active duty personnel or civilians in a duty status conducted at Marine Corps field commands by command personnel or by Marine Corps historians. Interviews concern current operations, important events or policies. Records are maintained by the Director of Marine Corps History and Museums. (2) Transcripts.		PERMANENT. Transfer to NARA when 30 years old.	Permanent	N1-127-89-1 / 1/B	
5750.5a(3)	HISTORICAL MATTERS RECORDS	5. Oral History Records. a. Marine Corps Field Interviews. Interviews of Marine Corps active duty personnel or civilians in a duty status conducted at Marine Corps field commands by command personnel or by Marine Corps historians. Interviews concern current operations, important events or policies. Records are maintained by the Director of Marine Corps History and Museums. (3) Documentation Sheets. Sheets that each field officer is required to provide with each interview. Sheets contain the name, date, place of interview, and a brief synopsis		PERMANENT. Transfer to NARA when 30 years old.	Permanent	N1-127-89-1 / 1/C	
5750.5a(4)	HISTORICAL MATTERS RECORDS	5. Oral History Records. a. Marine Corps Field Interviews. Interviews of Marine Corps active duty personnel or civilians in a duty status conducted at Marine Corps field commands by command personnel or by Marine Corps historians. Interviews concern current operations, important events or policies. Records are maintained by the Director of Marine Corps History and Museums. (4) Indexes to Field Interviews. Card index and/or listings of field interviews which have been published in Marine Corps Bulletins.		PERMANENT. Transfer to NARA when tapes are transferred.	Permanent	N1-127-89-1 /1/E	
5750.5b(1)	HISTORICAL MATTERS RECORDS	5. Oral History Records. b. Navy Oral History Program. Interviews of Navy officers and enlisted personnel involved in combat actions or in key operational supporting assignments during periods of armed conflict. Included also are interviews of former prisoners of war. Interviews are conducted by Naval Historical Center personnel and field historians as part of the Navy's Oral History Program. (1) Sound Tapes.		PERMANENT. Transfer instructions to be determined at a later date.	Permanent	N1-NU-89-4 / 5750/5/B/1	
5750.5b(2)	HISTORICAL MATTERS RECORDS	5. Oral History Records. b. Navy Oral History Program. Interviews of Navy officers and enlisted personnel involved in combat actions or in key operational supporting assignments during periods of armed conflict. Included also are interviews of former prisoners of war. Interviews are conducted by Naval Historical Center personnel and field historians as part of the Navy's Oral History Program. (2) Transcripts.		PERMANENT. Transfer to NARA when 50 years old.	Permanent	N1-NU-89-4 / 5750/5/B/2	
5750.5b(3)	HISTORICAL MATTERS RECORDS	5. Oral History Records. b. Navy Oral History Program. Interviews of Navy officers and enlisted personnel involved in combat actions or in key operational supporting assignments during periods of armed conflict. Included also are interviews of former prisoners of war. Interviews are conducted by Naval Historical Center personnel and field historians as part of the Navy's Oral History Program. (3) Indexes to Oral Histories.		PERMANENT. Transfer to NARA with transcripts.	Permanent	N1-NU-89-4 / 5750/5/B/3	
5750.5c	HISTORICAL MATTERS RECORDS	c. Marine Corps Lectures. Sound tapes of lectures given by senior military commanders and high ranking civilian officials to students and faculty of the Marine Corps Command and Staff College, Quantico. Topics include strategy, Marine Corps operations, analysis by commanders, policy, and planning. These records are maintained by the Marine Corps Historical Center and are generally not transcribed.		PERMANENT. Transfer instructions to be determined at a later date.	Permanent	N1-NU-89-4 / 5750/5/C	
5753.1	ARCHIVES RECORDS	1. Naval Historical Center, Operational Archives Holding Records. Records documenting the acquisition or transfer of Navy records maintained by the Naval Historical Center. Files include transfer documents, accessioning lists, certificates of origin, finding aids, indexes, and descriptions of the collection.		PERMANENT. Transfer to NARA when records are transferred.	Permanent	N1-NU-89-4 / 5753/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-7	**Records of Unusual Importance or Exceptional Historical Interest:**	Records not designated permanent elsewhere in this manual determined to be of unusual importance or have exceptional historical significance. Records depicting important unique situations of continuing interest or important policy transactions or decisions, unusual noteworthy events, or summarize the organizational and functional history of the activity. Note: Notify DON/AA DRMD if records are determined by the commander or commanding officer to be of historical importance. DRMD will coordinate with NHHC and NARA to determine whether the records warrant permanent preservation under this retention schedule.		**PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.**	x		
5750.2	HISTORICAL MATTERS RECORDS	2. Records Not Designated Permanent Elsewhere in This Manual, which the Commander or Commanding Officer Determines to be of Unusual Importance or to Have Exceptional Historical Significance or Interest. Records depicting important unique situations of continuing interest or important policy transactions or decisions, unusual noteworthy events, or summarize the organizational and functional history of the activity.		PERMANENT. Retire to nearest FRC when 3 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5750/2	
5000-8	**Directives Case Files:**	Official case files of the offices of SECNAV, CNO, and CMC containing signed directive and supporting material.		**PERMANENT:** Cutoff when canceled. Transfer to the National Archives 25 years after cutoff.	x		
5212.1	RECORDS DISPOSITION PROGRAM (INCLUDES TRANSFER, RETIREMENT, STORAGE AND DESTRUCTION) RECORDS	1. Office of the SECNAV Files. One copy of each DON instruction or other documents, which issue DON policy and procedures for disposition of records with DON, together with supporting documentation.		PERMANENT. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5212/1	
5215.1a	ISSUANCE SYSTEMS (INCLUDE DIRECTIVES) RECORDS	1. Directives Files. a. Official Case Files of the Offices of SECNAV, CNO, CMC, USCINCPAC AND USACOM. Files contain the official green copy (or other designated official copy) of the basic directive (containing clearance initials or names) and the original or copy containing the actual signature or other authentication. The official green copy and/or signature copy (or other designated official copy) of any change, cancellation, cross-reference sheet or revision of the basic directives.		PERMANENT. Retire to WNRC when cancelled or inactive. Transfer to NARA in 5-year blocks when 20 years old.	Permanent	N1-NU-89-4 / 5215/1/A	
5311.1a	REQUIREMENTS RECORDS	1. Publications and Publication Reference Files. Manpower instructions and standards issued by CNO. These are maintained in organized collections and include informational documents and associated materials. a. Issuing Office Master Copy. One copy of each publication issued by CNO.		PERMANENT. Transfer to FRC when 4 years old. Retire to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5311/1/A	
5510.5e(1)(a)	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records e. Delegation of Disclosure Authority Records. These include General Delegations; Delegations of Disclosure Letters (DDLs) issued in support of International Information Exchange Agreements; and DDLs for International Cooperative Programs. (1) General Delegations. These delegations are issued either by enclosure (2) of SECNAVINST 5510.34, message, or other formal update to the instruction. General disclosure authority is delegated to major DON commanders such as CNO, CMC, SYSCOM Commanders, Fleet CINC's etc. (a) SECNAVINST 5510.34 and changes, updates.		PERMANENT. Dispose with the record copy of SECNAVINST, change or revision (see 5215.1a)	Permanent	N1-NU-02-5 / 9	
5000-9	**Publications:**	Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials.		**PERMANENT:** Cutoff when superseded or obsolete. Transfer to the National Archives 25 years after cutoff.	x		
5219.3a	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. a. Issuing Office Master Copy. One copy of each publication issued by the originating naval activity.		PERMANENT. Forward to FRC when superseded or obsolete. Offer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5219/3/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-10	International Agreements:	Agreements, as defined in DoDD 5530.3, between DON and Foreign countries or international organizations in pursuit of various programs, kept at DON headquarters, Navy IPO, and systems commands headquarters. For many MOUs, OSD negotiates and retains the "master" Agreement; Navy negotiates and retains annexes to the Agreements/Arrangements. Programs include: (a) Operational Information Exchange Agreement(OIEA); (b) The Technical Cooperation Program (TTCP); (c) Foreign Cooperative Testing (FCT); (d) Technical Research Development Project/Project Agreements (TRDP/PA); (e) Section 65 Loans; and (f) Etc.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		
5710.1a	INTERNATIONAL AGREEMENTS RECORDS.	1. International Agreements Records. Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs) between DON and Foreign countries or international organizations in pursuit of various programs, kept at DON headquarters, Navy IPO, and systems commands headquarters. For many MOUs, OSD negotiates and retains the "master" Agreement; Navy negotiates and retains annexes to the Agreements/Arrangements. Programs include: (a) Operational Information Exchange Agreement(OIEA); (b) The Technical Cooperation Program (TTCP); (c) Foreign Cooperative Testing (FCT); (d) Technical Research Development Project/Project Agreements (TRDP/PA); (e) Section 65 Loans; (f) Etc. (Note: this disposition includes former 4910.4b and 4920.6a) a. Case files for all Navy MOUs EXCEPT those listed in 5710.1b below.		PERMANENT. Retire case file to WNRC 7 years after signature by both parties, or when records become inactive, whichever is later. Transfer to NARA when 20 years old.	Permanent	N1-NU-02-3 / 1/A	
5000-11	Legislative Affairs:	Information relating to all phases of congressional and legislative liaison matters. Includes plans, policies, procedures, accomplishments, essential transactions, drafts of proposed legislation and Executive Orders with supporting papers and comments reflecting the DON position, and information documenting program responsibilities in regard to congressional investigations and inquiries.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		
5730.1	CONGRESSIONAL AND LEGISLATIVE LIAISON RECORDS	1. Primary Program Records. Files and other records of the Office of Legislative Affairs and other departmental offices having primary program responsibilities for all phases of congressional and legislative liaison matters. These are records that document plans, policies, programs, procedures, accomplishments, and essential transactions.		PERMANENT. Retire to WNRC when 4 years old or files become inactive, whichever is later. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5730/1	
5860.1a	LEGISLATION AND CONGRESSIONAL ACTION RECORDS	1. Primary Program Records. a. Office of Legislative Affairs (OLA). Files that document plans, policies, programs, procedures, and accomplishments relating to primary program responsibilities for congressional and legislative affairs. (Exclude records covered in SSIC 5860.2 and SSIC 5730.		PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5860/1/A	
5860.1b	LEGISLATION AND CONGRESSIONAL ACTION RECORDS	1. Primary Program Records. b. CNO, CMC, and Chief of Other Offices. Files that document essential or important policy transactions relating to legislative proposals and enactments, congressional investigations, and other congressional matters.		PERMANENT. Retire to WNRC when files become inactive. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5860/1/B	
5861.1	LEGISLATIVE PROPOSALS RECORDS	1. Legislative Proposal Files. Drafts of proposed legislation and Executive Orders together with supporting papers and comments reflecting the DON position on proposed legislation or legislation already introduced in the Congress. Include related card index records. These are accumulated at the departmental level, principally by OLA.		PERMANENT. Transfer to WNRC when files become inactive. Offer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5861/1	
5863.1	CONGRESSIONAL INVESTIGATIONS RECORDS	1. General Correspondence Files and Other Records of OLA. Documenting its assigned program responsibilities in regard to congressional investigations and inquiries.		PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5863/1	
1772.1	SURVIVORS' BENEFITS RECORDS	1. DEPARTMENT OF THE NAVY SURVIVOR BENEFITS POLICY RECORDS. These records include precedent setting legal opinions by the Judge Advocate General (JAG), Office of General Counsel, and Comptroller General that influence the payment of benefits based on paternity of the Navy member. These records concern entitlement of family members who may or may not be absolved of any felonious intent in connection with a Navy member's death, i.e., death gratuity, unpaid pay and allowances, and/or legal payments accorded to questionable beneficiary designations.		Permanent. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old.	p	N1-NU-86-1 / 1772/1	
1780.2	EDUCATIONAL BENEFITS RECORDS	2. LEGISLATION AND CONGRESSIONAL ACTION RECORDS. Files of the CNO that document essential or important policy transactions relating to legislative proposals and enactments, congressional investigations, and other congressional matters.		Permanent. Transfer to WNRC when file becomes inactive. Offer to NARA when 20 years old.	p	N1-NU-86-1 / 1780/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1780.3a	EDUCATIONAL BENEFITS RECORDS	3. LEGISLATIVE PROPOSALS. a. Legislative Proposal Files. Drafts of proposed legislation and Executive Orders together with supporting papers and comments reflecting the Department of the Navy position on proposed legislation or legislation already introduced in Congress.		Permanent. Transfer to WNRC when file becomes inactive. Transfer to NARA when 20 years old.	p	N1-NU-86-1 / 1780/3/A	
1780.5	EDUCATIONAL BENEFITS RECORDS	5. LEGAL OPINION RECORDS. Legal decisions or opinions on educational benefits matters relating to laws, regulations, administrative decisions, and directives affecting the Department of the Navy.		Permanent. Transfer to WNRC when 4 years old or when file becomes inactive. Transfer to NARA when 20 years old.	p	N1-NU-86-1 / 1780/5	
5000-12	**Original Research Data:**	Original research data that has continuing value.		**PERMANENT:** Transfer to NARA when no longer needed for reference or information in connection with the center's mission. Marine Corps activities transfer to CMC (HD) who will offer to NARA when no longer needed for reference	x		
5751.1	RESEARCH RECORDS	1. Record Copies of Studies and Correspondence. Files contain original research data that has continuing value.		PERMANENT. Transfer to NARA when no longer needed for reference or information in connection with the cepter's mission. Marine Corps activities transfer to CMC (HD) who will offer to NARA when no longer needed for reference	Permanent	N1-NU-89-4 / 5751/1	
5000-13	**Inspector General Investigations - Final Reports:**	Final investigative reports and working papers of the Inspector General; investigations resulting from Congressional inquiries; and investigative reports resulting from Complaints of Wrong submitted under article 138, UCMJ.		**PERMANENT:** Cutoff at case closure. Transfer to the National Archives 50 years after cutoff.	x		
5041.1a(1)	INSPECTOR GENERAL INVESTIGATIONS/ INSPECTIONS	1. Files consist of final investigative reports and working papers. Files may contain audio and/or videocassette tapes. a. Investigations of historical significance (those that attract great public, congressional, or judicial attention, cause substantive changes in agency policies or procedures or involve as subjects of the investigation political appointees serving in the DON, Admirals, and Vice Admirals in command. (1) Record copy of final reports with working papers offered to/accepted by the Naval Historical Center:		PERMANENT. Transfer 10 years after investigation is closed. Naval Historical Center transfer to NARA 50 years after case closing and after declassification review	Permanent	N1-NU-02-01 / 1	
5000-14	**Inspector General Investigations - Other Reports:**	Other investigative reports and working papers of the Inspector General.		**PERMANENT:** Cutoff at case closure. Transfer to the National Archives 25 years after cutoff.	x		
5040.3a	NAVAL COMMAND INSPECTION PROGRAM RECORDS	3. Survey and Inspection Reports Files. a. Inspector General's Report Files. Inspector General's official (departmental) file of reports of on-site surveys, and inspections including industrial supply, and other surveys made by or under the direction of the Inspector General of Navy. Include master implementation files and other supporting documents.		PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5040/3/A	
5041.1a(2)	INSPECTOR GENERAL INVESTIGATIONS/ INSPECTIONS	1. Files consist of final investigative reports and working papers. Files may contain audio and/or videocassette tapes. a. Investigations of historical significance (those that attract great public, congressional, or judicial attention, cause substantive changes in agency policies or procedures or involve as subjects of the investigation political appointees serving in the DON, Admirals, and Vice Admirals in command. (2) Record copy of final reports not transferred to the Naval Historical Center:		PERMANENT. Transfer to WNRC 10 years after investigation is closed. Transfer to NARA 25 years after case closing and after declassification review.	Permanent	N1-NU-02-01 / 2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5041.2a(1)	INSPECTOR GENERAL INVESTIGATIONS/ INSPECTIONS	2. Tasked investigations. Investigations conducted by other DON activities at NAVINGEN direction. Investigating activities forward record copy to NAVINSGEN during course of investigation. Record copy includes the final interim reports, endorsements and other correspondence. a. Investigation of historical significance. (Note: Historical significance is defined above.) (1) Record copy of final reports with working papers offered to/accepted by the Naval Historical Center.		PERMANENT. Transfer 10 years after closing. Naval Historical Center transfer to NARA 50 years after case closing and after declassification review.	Permanent	N1-NU-02-01 / 4	
5041.2a(2)	INSPECTOR GENERAL INVESTIGATIONS/ INSPECTIONS	2. Tasked investigations. Investigations conducted by other DON activities at NAVINGEN direction. Investigating activities forward record copy to NAVINSGEN during course of investigation. Record copy includes the final interim reports, endorsements and other correspondence. a. Investigation of historical significance. (Note: Historical significance is defined above.) (2) Record copy of final reports not transferred to the Naval Historical Center:		PERMANENT. Transfer to WNRC 10 years after investigation is closed. Transfer to NARA 25 years after case closing and after declassification review	Permanent	N1-NU-02-01 / 5	
5041.3	INSPECTOR GENERAL INVESTIGATIONS/ INSPECTIONS	3. Congressional inquiries. IG investigations frequently generate congressional inquiries; accordingly, such case files contain correspondence to and from the concerned congressional office. Such cases will be maintained consistent with paragraphs 1 and 2 above, e.g., if it is a tasked investigation, it falls under paragraph 2. Congressional interest alone does not change the status of the case.		Refer to paragraphs 1 or 2 for disposition.	Permanent	N1-NU-02-01	
5819.1	MILITARY GRIEVANCE PROCEDURE RECORDS	1. Complaints of Wrong Submitted Under Article 138, UCMJ: Redress of Wrong Committed by a Superior Submitted Under Article 1150, U.S. Navy Regulations, 1990. Files consist of original of the complaint or report, the investigation into the complaint or report, the action of the general court-martial authority, and action of SECNAV accumulated at OJAG.		PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old	Permanent	N1-NU-89-4 / 5819/1	

5000-15	**Clearance Adjudication (significant incidents):**	Case files relating to significant adverse action reports or personnel security clearance adjudicative decisions that are precedent-setting or have widespread public or Congressional interest.		**PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.**	x		
5529.2b	CLEARANCE ADJUDICATIONS RECORDS	2. Significant Incidents or Adverse Actions. Files containing significant adverse action reports or relating to personnel security clearance adjudicative decisions of a significant or potentially disqualifying nature and subsequent adjudicative and access determinations and associated information such as polygraph examination results. Also included is information from Defense Hearings and Appeals (DOHA) proceedings. b. Files from (a) above that are precedent setting or have widespread public or Congressional interest.		PERMANENT. Transfer to NARA after 25 years. (a) Paper records that have been converted to microform: 1 Paper copy: Destroy upon verification that record copy information has been fully and accurately converted to microform. 2 Microform copy: NCIS will convert file to archival medium acceptable at the time of transfer. (b) Paper copy and microform records that have been converted to electronic/optical images: 1 Paper copy and microform images: Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images. 2 Electronic/optical images: NCIS will convert file to archival medium acceptable at the time of transfer.	Permanent	N1-NU-97-2 / 5529/2/b	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-16	NCIS Criminal Investigative Case Files (perm):	Investigative reports of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility determined to be of historical value based on widespread public interest, notoriety of the individual(s) and or the seriousness of the alleged offenses. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material.		PERMANENT: Cutoff at case closure. Transfer to the National Archives 50 years after cutoff.	x		
5580.4a(2)(a)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. a. Criminal Investigative Reports. Investigative reports of matters of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material. (Privacy Act: N05520-4)) (2). Files (except Grand Jury material that is to be destroy at the time of transfer) from a(1)(a) or a(1)(b) determine to be historical value bases on widespread public interest, notoriety of the individual(s) and or the seriousness of the alleged offenses. (a) Paper copy.		PERMANENT. Transfer to National Archives 50 years after closure.	Permanent	N1-NU-98-2 / 5580/4/A/2/A	
5580.4a(2)(b)2	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. a. Criminal Investigative Reports. Investigative reports of matters of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material. (Privacy Act: N05520-4)) (2). Files (except Grand Jury material that is to be destroy at the time of transfer) from a(1)(a) or a(1)(b) determine to be historical value bases on widespread public interest, notoriety of the individual(s) and or the seriousness of the alleged offenses. (b) Paper copy records that have been converted to microform: 2. Microform copy:		PERMANENT. NCIS will convert microform images to a medium (paper, magnetic tape, 3480 class tape cartridge or any other medium) and a format that meet the standards specified in subchapter B 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 50 years after case closure. Prior to the transfer National Archives and NCIS representatives will determine the medium and format in which records will be transferred.	Permanent	N1-NU-98-2 / 5580/4/A/2/B/2	
5580.4a(2)(c)2	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. a. Criminal Investigative Reports. Investigative reports of matters of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material. (Privacy Act: N05520-4)) (2). Files (except Grand Jury material that is to be destroy at the time of transfer) from a(1)(a) or a(1)(b) determine to be historical value bases on widespread public interest, notoriety of the individual(s) and or the seriousness of the alleged offenses. (c) Paper copy and microform records that have been converted to electronic/optical images. 2. Electronic/optical image copy:		PERMANENT. Transfer to the National Archives 50 years after case closure. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.	Permanent	N1-NU-98-2 / 5580/4/A/2/C/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5580.4b(2)(a)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. b. Topical files (Titled under Name of Ship, Installation, or Subject Code). Files contain investigations of the type mentioned in SSIC 5580.4a when a logical suspect is not developed except death and criminal sex cases, which will be filed under SSIC 5580.4a(1)(b). If logical suspect is developed within 5 years of the close date for any of these investigations, the investigative reports are pulled from the topical file and retained with the pertinent name dossier. After 5 years, the remaining topical file material is of no substantive value for investigative, historical, or other research; and or in other-agency originated documents. (Privacy Act: N05520-4) (2) Files from 4b(1)(a) and (b) determined to be of historical value based on widespread public interest, notoriety of the incident or the seriousness of the allegation. (a) Paper copy:		PERMANENT. Transfer to the National Archives 5 years after case closure.	Permanent	N1-NU-98-2 / 5580/4/B/2/A	
5580.4b(2)(b)2	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. b. Topical files (Titled under Name of Ship, Installation, or Subject Code). Files contain investigations of the type mentioned in SSIC 5580.4a when a logical suspect is not developed except death and criminal sex cases, which will be filed under SSIC 5580.4a(1)(b). If logical suspect is developed within 5 years of the close date for any of these investigations, the investigative reports are pulled from the topical file and retained with the pertinent name dossier. After 5 years, the remaining topical file material is of no substantive value for investigative, historical, or other research; and or in other-agency originated documents. (Privacy Act: N05520-4) (2) Files from 4b(1)(a) and (b) determined to be of historical value based on widespread public interest, notoriety of the incident or the seriousness of the allegation. (b) Paper or microform records that have been converted to electronic/optical imaging: 2. Microform copy:		PERMANENT. NCIS will convert microform images to medium (paper, magnetic tape, 3480 class tape cartridge or any other medium) and a format that meet the standards specified in Subchapter B of 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 5 years after case closure. Prior to the transfer National Archives and NCIS representatives will determine the medium and format in which records will be transferred.	Permanent	N1-NU-98-2 / 5580/4/B/2/B/2	
5580.4b(2)(c)2	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. b. Topical files (Titled under Name of Ship, Installation, or Subject Code). Files contain investigations of the type mentioned in SSIC 5580.4a when a logical suspect is not developed except death and criminal sex cases, which will be filed under SSIC 5580.4a(1)(b). If logical suspect is developed within 5 years of the close date for any of these investigations, the investigative reports are pulled from the topical file and retained with the pertinent name dossier. After 5 years, the remaining topical file material is of no substantive value for investigative, historical, or other research; and or in other-agency originated documents. (Privacy Act: N05520-4) (2) Files from 4b(1)(a) and (b) determined to be of historical value based on widespread public interest, notoriety of the incident or the seriousness of the allegation. (c) Paper copy and microform records that have been converted to electronic/optical images: 2. Electronic/optical image copy:		PERMANENT. Transfer to the National Archives 5 years after case closure. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.	Permanent	N1-NU-98-2 / 5580/4/B/2/C/2	

5000-17	**NCIS Criminal Investigative Civil Disturbance Response:**	The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions.		**PERMANENT:** Cutoff when situation or event terminates. Transfer to the National Archives 25 years after cutoff.	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5580.7e(1)	LAW ENFORCEMENT RECORDS	7. Civil Disturbance Files. The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions. e. Documents Prepared by Military Departmental Staffs, Agency Headquarters, or Task Force Element. Those, which are engaged in quelling a civil disturbance, including background data, after action reports, and historical summaries. Such after action reports and historical summaries will avoid references to non-affiliated persons and organizations by name to the greatest extent possible. (Privacy Act: To be determined.) (1) Paper records:		PERMANENT. Retain on board. Transfer to NARA 25 years after the situation or event terminates.	Permanent	N1-NU-98-2 / 5580/7/E/1	
5580.7e(2)(b)	LAW ENFORCEMENT RECORDS	7. Civil Disturbance Files. The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions. e. Documents Prepared by Military Departmental Staffs, Agency Headquarters, or Task Force Element. Those, which are engaged in quelling a civil disturbance, including background data, after action reports, and historical summaries. Such after action reports and historical summaries will avoid references to non-affiliated persons and organizations by name to the greatest extent possible. (Privacy Act: To be determined.) (2) Paper copy records that have been converted to microform: (b) Microform copy:		PERMANENT. Covert microform images to a medium (paper, magnetic tape, microform, 3480 class tape cartridge or any other medium) and a format that meet the standards specified in subchapter B of 36 CFR Chapter XII before the transfer of records to the National Archives' legal custody, which will take place 25 years after situation or event terminations. Prior to the transfer National Archives and DON representative will determine the medium and format in which records will be transferred.	Permanent	N1-NU-98-2 / 5580/7/E/2/B	
5580.7e(3)(b)	LAW ENFORCEMENT RECORDS	7. Civil Disturbance Files. The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions. e. Documents Prepared by Military Departmental Staffs, Agency Headquarters, or Task Force Element. Those, which are engaged in quelling a civil disturbance, including background data, after action reports, and historical summaries. Such after action reports and historical summaries will avoid references to non-affiliated persons and organizations by name to the greatest extent possible. (Privacy Act: To be determined.) (3) Paper copy and microform records that have been converted to electronic/optical images: (b) Electronic/optical images:		PERMANENT. Transfer to the National Archives 25 years after the situation or event terminates. At the time of transfer, NARA and DON Representatives will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.	Permanent	N1-NU-98-2 / 5580/7/E/3/B	

5000-18	**NCIS Special Investigations/Operations:**	Information originated by DOD components pertaining to those activities of non-DOD affiliated organizations/ individuals which potentially or actually threaten DOD functions, property, or personnel and files or other documentation relating to Defense Investigative Review Council (DIRC)-approved measures to quell or counter these activities		**PERMANENT:** Cutoff at last action. Transfer to the National Archives 25 years after cutoff.	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5580.8c(1)	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. c. Special Investigations/Operations. Files or other documentation originated by DOD components pertaining to those activities of non-DOD affiliated organizations/ individuals which potentially or actually threaten DOD functions, property, or personnel and files or other documentation relating to Defense Investigative Review Council (DIRC)-approved measures to quell or counter these activities. (Privacy Act: To be determined.) (1) Paper records:		PERMANENT. Retain on board. Transfer to the National Archives 25 years after last action.	Permanent	N1-NU-98-2 / 5580/8/C/1	
5580.8c(2)(b)	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. c. Special Investigations/Operations. Files or other documentation originated by DOD components pertaining to those activities of non-DOD affiliated organizations/ individuals which potentially or actually threaten DOD functions, property, or personnel and files or other documentation relating to Defense Investigative Review Council (DIRC)-approved measures to quell or counter these activities. (Privacy Act: To be determined.) (2) Paper copy records that have been converted to microform: (b) Microform copy:		PERMANENT. Convert microform images to a medium (paper, magnetic tape, microform, 3480 Tape cartridge or any other medium) and a format that meet the standards specified in Subchapter B of 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 25 years after last action. Prior to transfer National Archives and DON representatives will determine the medium and format in which records will be transferred.	Permanent	N1-NU-98-2 / 5580/8/C/2/B	
5580.8c(3)(b)	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. c. Special Investigations/Operations. Files or other documentation originated by DOD components pertaining to those activities of non-DOD affiliated organizations/ individuals which potentially or actually threaten DOD functions, property, or personnel and files or other documentation relating to Defense Investigative Review Council (DIRC)-approved measures to quell or counter these activities. (Privacy Act: To be determined.) (3) Paper or microform records that have been converted to electronic/optical images: (b) Electronic/optical image copy:		PERMANENT. Transfer to the National Archives 25 years after last action. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.	Permanent	N1-NU-98-2 / 5580/8/C/3/B	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-19	JAGMAN Administrative Investigations and Courts of Inquiry:	Findings and other related records of JAGMAN administrative investigations and Courts of Inquiry into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Records are permanent if they meet the following criteria: (1) reviewed a major policy or procedural issue, (2) attracted widespread news media attention, or (3) underwent Congressional scrutiny.		PERMANENT: Cutoff at end of calendar year in which investigative report is final. Transfer to the Office of the Judge Advocate General (Code 15) after 2 years in accordance with Chapters II and XI of the JAGMAN. Investigations conducted in anticipation of litigation should be forwarded immediately after completion. Records will be entered into tracking system and transferred to the National Records Center. Transfer to the National Archives 50 years after cutoff.	x		
5830.1b	COURTS OF INQUIRY AND INVESTIGATIONS RECORDS	1. Courts Of Inquiry Records and Investigations Conducted Per Manual of The JAG of the Navy (JAGMAN) Reports/Records/Case Files. Findings and other records of Courts of Inquiry as well as reports of JAGMAN investigations and related records regarding investigations into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Maintained by field activities and the Office of the Judge Advocate General of the Navy. (JAGMANs conducted under SECNAV M 5510.36 are filed under SSIC 5830.3.) (Privacy act: N05830-1) b. Permanent records. All courts of inquiry findings and other records as well as records of any JAGMAN investigation that meets one or more of the following criteria: (1) reviewed a major policy or procedural issue, (2) attracted widespread news media attention, or (3) underwent Congressional scrutiny. (Note: Navy is responsible for selecting and segregating the permanent records from the temporary records, including those records retired to a Federal Records Center.		PERMANENT. Cut off at end of calendar year in which inquiry is concluded for JAGMAN investigative report is final. Retire to WNRC 2 years after cutoff. Transfer to the National Archives in 5-year blocks when the most recent records have been cut off 50 years.	Permanent	N1-NU-01-1 / 4	
5000-20	Courts Martial Records of Trial:	Information relating to cases concerning an officer or involving a sentence to a punitive discharge. Records consist of the original record of trial, copies of charge sheets and related papers, staff judge advocate's recommendations, court-martial orders, decisions of appellate agencies, and similar papers kept by the court-martial jurisdictions and convening authorities accumulated at OJAG.		PERMANENT: Cutoff at end of calendar year after appellate review. Transfer to the National Archives 30 years after cutoff.	x		
5813.1b	COURTS-MARTIAL TRIAL RECORDS	1. General Courts-Martial Cases and Special Courts-Martial Cases. Cases consisting of the original record of trial, copies of charge sheets and related papers, staff judge advocate's recommendations, court-martial orders, decisions of appellate agencies, and similar papers kept by the court-martial jurisdictions and convening authorities accumulated at OJAG. Privacy Act N058010-1 and MIA00009. a. Cases files after 31 December 1976.		PERMANENT. Retire to WNRC 2 years after completion of appellate review. DO NOT DESTROY. Disposition is NOT authorized.	Permanent	N1-NU-09-6-2 N1-NU-89-4 / 5813/1	
5000-21	Military Justice Information Systems:	Master files and systems documentation for electronic military justice case tracking and reporting systems including Department of the Navy Criminal Justice Information System (DONCJIS) and Appellate Case Tracking System.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives annually.	x		
5810.2b(1)	MILITARY JUSTICE RECORDS	2. Electronic Military Justice Case Tracking and Reporting Systems. Files accumulated by OJAG. b. Files accumulated by OJAG. (1) Master files and historical data tapes.		PERMANENT. Transfer annually to NARA when files are 1 year old.	Permanent	N1-NU-89-4 / 5810/2/B/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5810.2b(2)	MILITARY JUSTICE RECORDS	2. Electronic Military Justice Case Tracking and Reporting Systems. Files accumulated by OJAG. b. Files accumulated by OJAG. (2) Systems documentation including but not limited to, user manuals, systems descriptions, data dictionaries, baseline requirements reports, report listings, and the record layout/file structure and codes for each data file. When available, the documentation for each data file will include any additional information about the content of the data fde and/or the context in which the data file was created.		PERMANENT. Transfer the documentation to NARA on an annual basis with the files in 5810.2b(1) above.	Permane nt	N1-NU-89-4 / 5810/2/B/2	
5814.2a	COURTS-MARTIAL REVIEW AND APPEALS RECORDS	2. Appellate Case Tracking System. This system is used to track the status of courts-martial cases reviewed by the Navy-Marine Corps court of criminal appeals and appealed to the U.S. Court of Appeals for the armed forces. Provides management and statistical information. a. Master files and historical data tapes.		PERMANENT. Transfer annually to NARA when the files are 1 year old.	Permane nt	N1-NU-89-4/ 5814/2/A	
5814.2b	COURTS-MARTIAL REVIEW AND APPEALS RECORDS	2. Appellate Case Tracking System. This system is used to track the status of courts-martial cases reviewed by the Navy-Marine Corps court of criminal appeals and appealed to the U.S. Court of Appeals for the armed forces. Provides management and statistical information. b. Systems documentation including but not limited to, user manuals, systems descriptions, data dictionaries, baseline requirements reports, report listings, and the record layout/file structure and codes for each data file. When available, the documentation for each data file will include any additional information about the content of the data file and/or the context in which the data file was created.		PERMANENT. Transfer the documentation to NARA on an annual basis with the files in 5814.2a above.	Permane nt	N1-NU-89-4 / 5814/2/B	
5814.2d	COURTS-MARTIAL REVIEW AND APPEALS RECORDS	2. Appellate Case Tracking System. This system is used to track the status of courts-martial cases reviewed by the Navy-Marine Corps court of criminal appeals and appealed to the U.S. Court of Appeals for the armed forces. Provides management and statistical information. d. Output data reports.		Retire records under SSIC 5800.1 or 5800.2 as appropriate.	Permane nt	N1-NU-89-4 / 5814/2/D	

5000-22	Death and Funeral Records:	Death record jackets accumulated and filed by fiscal year at Bureau of Medicine and Surgery (BUMED); CNO area coordinators; The Marine Corps Casualty Section; and at Naval Medical Treatment Facilities. Records consist of individual case files, reports, forms, correspondence, and related records pertaining to persons for whom DON is responsible. Includes the Master file and documentation for Electronic Information Systems holding these records.		PERMANENT: On an annual basis transfer copies of all records that are 5 years or older to NPRC.	x		
5360.1	DEATH AND FUNERAL RECORDS	1. Decedent Affairs Program Records. Death record jackets accumulated and filed by fiscal year at Bureau of Medicine and Surgery (BUMED); CNO area coordinators; and at Naval Medical Treatment Facilities. Records consist of individual case files, reports, forms, correspondence, and related records pertaining to persons for whom DON is responsible.		Cut off annually. Retire to NPRC (MPR) when 4 years old. DO NOT DESTROY. Disposition is NOT authorized.	Permane nt	N1-NU-89-4 / 5360/1	
5360.2a	DEATH AND FUNERAL RECORDS	2. Electronic Death and Funeral Records. Electronic records containing information about deceased individuals maintained by the Office of Mortuary Affairs in BUMED, the Naval Medical Information Management Center, BUPERS (PERS 66), the Marine Corps Casualty Office, and other activities that maintain databases of Navy and/or Marine Corps-wide records of deaths. a. Electronic Records.		PERMANENT. On an annual basis transfer copies of all records that are 5 years or older to NPRC.	Permane nt	N1-NU-89-4 / 5360/2/A	
5360.2b	DEATH AND FUNERAL RECORDS	2. Electronic Death and Funeral Records. Electronic records containing information about deceased individuals maintained by the Office of Mortuary Affairs in BUMED, the Naval Medical Information Management Center, BUPERS (PERS 66), the Marine Corps Casualty Office, and other activities that maintain databases of Navy and/or Marine Corps-wide records of deaths. b. Documentation for electronic records. NOTE: All transfers of data and documentation will be done in accordance with 36 CFR 1228.		PERMANENT. On an annual basis transfer documentation for the records in 2a (above) to NPRC.	Permane nt	N1-NU-89-4 / 5360/2/B	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-23	Visual Information (VI):	Visual information (VI) materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps.		PERMANENT: Cutoff at end of calendar year. Transfer with any related finding aids, to the Defense Imagery Management Operations Center (DIMOC) as soon as possible, but no later than one year from date of creation. DIMOC will cut off	x		[I] Follow OSD Schedule
1152.4a	SEA POWER PRESENTATIONS RECORDS	4. PRESENTATION SCRIPTS, SLIDES, AND PUBLICATIONS. Materials which constitute the expository and background resources of the program. a. Original File Copies Retained by Program Manager. Note: Care must be taken when applying these dispositions. Permanent records are included.		Retain on board. Offer two sets of slides with script for each old, new or updated presentation to the National Archives. Continue to offer two sets of each new and/or updated presentation in 5 year blocks. (Retain one additional set on board. Destroy when no longer needed for research).	P	N1-NU-86-1 / 1152/4/A	
1154.2a	RECRUITING SUPPORT AUDIO/VISUAL RECORDS	2. STILL PHOTOGRAPHIC AND GRAPHIC ART PRODUCTS. Materials, which are acquired or prepared for use in recruiting. a. Original Copies of Art Work, Art Work for Posters, Still Photo Projects and Slide Presentations Retained by Project Manager as well as two copies of each printed poster.		Transfer to the National Archives when 3 years old.	Permanent	N1-NU-86-1 / 1154/2/A	
1551.1a	TRAINING FILMS, AIDS, AND SPECIAL DEVICES RECORDS	1. TRAINING FILMS. a. Originators' Master Negative Film. Color original plus separate optical sound track, intermediate master positive or duplicate negative plus optical sound track, and sound projection print or video recording.		Transfer to: Defense Visual Information Center, Attn: Motion Media Records Center, 2375S Z Street Bldg 2730, Riverside CA. 92581-2717 http://www.dodmedia.osd.mil when copy is made. Transfer to NARA 20 years after transfer.	Permanent	N1-NU-86-1 / 1551/1/A	
1552.1a	TRAINING PUBLICATIONS RECORDS	1. ALL NAVY TRAINING PUBLICATIONS AND MANUALS. a. Master Copies of Originating Activity.		Permanent. Forward one copy of each to FRC when no longer needed for frequent reference. Transfer to NARA in 5-year blocks when 20 - 25 years old. (Naval Education and Training Program Management Support Activity (NETPMSA) will forward a copy of each new training manual and correspondence course to the CNET administrative services director for retirement to FRC.)	Permanent	N1-NU-86-1 / 1552/1/A	
5290.1	VI MANAGEMENT, GENERAL AND PRIMARY PROGRAM AND RELATED ADJUNCT RECORDS	1. CNO, CMC, Commander Naval Media Center and Commanding General, Marine Corps Combat Development Command Policy, Planning and Program Records. Primary program records. Files and records documenting development and execution of imaging (VI) plans, policies, programs, and procedures that implement the Naval Imaging Program. Records documenting the authorization of Navy and Marine Corps Visual Information Activities.		PERMANENT. Cut off annually. Transfer to: WNRC, 4205 Suitland, Rd., Suitland, MD 20409, when 7 years old. Offer to NARA when 25 years old.	Permanent	N1-NU-89-4 / 5290/1	
5291.1a(2)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. a. Still Media. Black-and-white and color negative photography: the original negative, a captioned print, and, for color negative photography, in addition a duplicate negative if one exists. Black and white and color still video imagery: the original diskette and a captioned print for each image. Black and white and color transparency photography: the original and a duplicate. Slide sets or filmstrips and accompanying audio recordings or scripts: 2 copies. (2) Held by Naval Media Center and the Marine Corps Combat Development Command.		Transfer periodically to the DOD Still Media Records Center Washington, DC.	Permanent	N1-NU-89-4 / 5291/1/A/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1a(3)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. a. Still Media. Black-and-white and color negative photography: the original negative, a captioned print, and, for color negative photography, in addition a duplicate negative if one exists. Black and white and color still video imagery: the original diskette and a captioned print for each image. Black and white and color transparency photography: the original and a duplicate. Slide sets or filmstrips and accompanying audio recordings or scripts: 2 copies. (3) Held by the DOD Still Media Records Center.		PERMANENT. Transfer to NARA when 10 years old or earlier if no longer needed for current operations along with related shelf lists and other indexes (including video disks and other automated finding aids).	Permanent	N1-NU-89-4 / 5291/1/A/3	
5291.1b(1)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. b. Graphic Arts. Posters distributed Navy-wide or to the public and original artwork of unusual or outstanding merit. Posters: 2 copies. Original art: original and photographic copy if one exists. (1) Posters (Navy and Marine Corps).		PERMANENT. Transfer 2 copies of each poster to the National Archives when produced by adding the National Archives to distribution lists (mail to: National Archives & Records Administration (NNSP), Washington, DC 20408).	Permanent	N1-NU-89-4 / 5291/1/B/1	
5291.1b(2)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. b. Graphic Arts. Posters distributed Navy-wide or to the public and original artwork of unusual or outstanding merit. Posters: 2 copies. Original art: original and photographic copy if one exists. (2) Original artwork of unusual or outstanding merit.		Offer to National Archives when no longer needed (artwork not accepted for transfer by NARA will be destroyed per GRS 21.6).	Permanent	N1-NU-89-4 / 5291/1/B/2	
5291.2b	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	2. VI Materials (Films, Tapes, Discs or Graphic Arts) and their accompanying records of production, of Navy and Marine Corps-sponsored Category 2 and 3 Film and Video Programs that are available service-wide, DOD wide or to the public and are intended for training, information, education and recruiting. These programs have been approved through the use of DD 1995, and a record of their production has been entered into the data base of the Defense Automated Visual Information System (DAVIS). They include motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording. Outtakes and unedited film or video: the original negative or color original, work print, an intermediate positive or duplicate negative if one exists, or a video recording appropriately arranged, labeled, and described. Contract produced and in-house production records: DD 1995, approvals for script, interlock final answer print, script as recorded, Public Exhibition Clearance for script and production, talent releases, music rights, location of stock footage rights, contract with all amendments if commercially produced or commercial (off-the-shelf) product, definite evaluation and final budget, legal opinions concerning Government's proprietary rights, documents pertaining to contract acquisition, documentation project and photography records. b. Held by Naval Media Center and the Marine Corps Combat Development Command		Transfer periodically to the DOD Motion Media Records Center.	Permanent	N1-NU-89-4 / 5291/2/B	

5000-24	**Audio and Video Broadcasts:**	Master recording or duplicate master, one reference copy, and appropriate licensing agreements.		**PERMANENT: PERMANENT. Transfer to NARA when 25 years old.**	x		
5141.4	MILITARY MUSIC	4. Broadcast Quality Audio and Video Products. Records consist of master recording or duplicate master, one reference copy, and appropriate licensing agreements.		PERMANENT. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5141/4	

5000-25	**Community Relations:**	Information of enduring value relating to Department of the Navy, U.S. Navy, and U.S. Marine Corps community relations. Includes official ceremony records (keel layings, launchings/christenings, commissionings, decommissionings, dedications, changes of command, establishment/disestablishment of installations); records of non-government nationally organized groups (i.e. Navy League, Navy Relief Society, Fleet Reserve Association, Navy Wives Club, etc.); Establishment records and inter-agency agreements relating to the Armed Forces Radio and Television Service; master files of service-wide periodicals and magazines' and local station newspapers.		**PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.**	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5724.1a(1)	FLEET HOME TOWN NEWS RECORDS	1. Fleet Home Town News Center Records. a. General Correspondence Files. (1) Correspondence and related records documenting the center's organizational history and its policies, programs, overall procedures, and essential transactions.		PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5724/1/A/1	
5726.2	COMMUNITY RELATIONS RECORDS	2. Official Ceremonies. Keel layings, launchings/christenings, commissionings, decommissionings, dedications, changes of commands, establishment/disestablishment of installations. Master files of CHINFO, Washington, DC. (One copy of each document, together with related index or other records.)		PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5726/2	
5726.3	COMMUNITY RELATIONS RECORDS	3. Non-Government Nationally Organized Groups (Other Than Media, E.G., Navy League, Navy Relief Society, Fleet Reserve Association, Navy Wives Club of America, Etc.) Master files of the CHINFO, Washington, DC.		PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5726/3	
5770.4	GENERAL AFRTS RECORDS	4. Program Records of the Establishment/Disestablishment of Naval Media Center Detachments and Operating Locations.		PERMANENT. Retire to FRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5770/4	
5770.5	GENERAL AFRTS RECORDS	5. Agreements With DOD, Other Services, Other Navy Commands, And Foreign Nations, Regarding Navy Or Navy Executive Agent AFRT Operations.		PERMANENT. Retire to FRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5770/5	
5780.3a	INTERNAL PUBLIC AFFAIRS RECORDS	3. Service-Wide Periodicals and Magazines. All Hands magazines. a. Master Files.		PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 10 years.	Permanent	N1-NU-89-4 / 5780/3/A	
5780.4a	INTERNAL PUBLIC AFFAIRS RECORDS	4. Local Station Newspapers, Newsletters, and Similar General Interest Periodicals. Periodicals published at least monthly, approved by the issuing command, and containing articles/information concerning the installation, the local community, and military and civilian employees of the installation. a. Station Newspapers from Navy and Marine Corps Bases, Air Stations, and major industrial facilities, e.g., naval shipyards, aircraft rework facilities, training centers, etc.		Offer to NARA Regional Archives upon closing of the base or installation. Long running publication series not needed for publication files should be offered to NARA in 5-year blocks when 20 years old.	Permanent	N1-NU-89-4 / 5780/4/A	
5000-26	**Information Releases - Chief of Information (CHINFO) and the Office of U.S. Marine Corps Communication (OUSMCC):**	Master files of press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material.		**PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.**	x		
5720.2a	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	2. Information Releases. Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material. a. Master Files of the CHINFO, Washington, DC. (One copy of each document, together with related index.)		PERMANENT. Retire to WNRC when 4 years old. Offer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5720/2/A	
5000-27	**Department-level FOIA Reports:**	Annual reports relating to DON implementation of the FOIA, including annual reports to the Congress at the DON level.		**PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 15 years after cutoff.**	x		
5720.9e(1)	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	9. Freedom of Information Act Records (FOIA) e. FOIA Report Files. Recurring reports and one-time information requirements relating to DON implementation of the FOIA, including annual reports to the Congress at the DON level. (1) Annual reports at DON or departmental level.		PERMANENT. Transfer to NARA when 15 years old.	Permanent	N1-NU-89-4 / 5720/9/E/1	
5000-28	**Department-level Privacy Act Reports:**	Department-level annual reports on one-time information requirement relating to DON implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.		**PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 15 years after cutoff.**	x		
5211.2e(1)	FILINGS, MAINTENANCE, RETRIEVAL, AND PRIVACY ACT SYSTEMS RECORDS	2. Privacy Act Records. e. Privacy Act Reports Files. Recurring reports on one-time information requirement relating to DON implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels. (1) Annual reports at department or agency level.		PERMANENT. Offer to NARA with related Navy records approved for permanent retention or when 15 years old, whichever is earlier.	Permanent	N1-NU-89-4 / 5211/2/E/1	
5000-29	**Department-level awards:**	Information relating to awards made at the departmental level or higher (Presidential, Secretarial, etc.).		**PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.**	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5061.5	PUBLIC SERVICE AWARDS RECORDS	5. Departmental Level Awards Files. Records relating to awards made at the departmental level or higher (Presidential, Secretarial, etc.).		PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5061/5	
5000-30	**Ship-Naming, Commissioning, and Christening Ceremony Records:**	Information relating to ship-naming, commissioning, and christening ceremonies. Includes name and sponsor files.		**PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.**	x		
5030.1	NAMES AND SYMBOLS RECORDS	1. Records of the Director of Naval History. Records documenting the assignment of names and symbols		PERMANENT. Cut off when no longer needed for reference or information in connection with the NHC mission. Retire to WNRC 2 years after cut off. Transfer to NARA 20 years after retirement to WNRC.	Permanent	N1-NU-89-4 / 5030/1	
5062.	CHRISTENING CEREMONIES AND PROCEDURES RECORDS	CHRISTENING CEREMONIES AND PROCEDURES RECORDS Name and Sponsor Files. General Correspondence Pertaining to Christening Ceremonies.		PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5062	
5000-31	**Alcohol and Drug Management Information Tracking System (ADMITS):**	Master file and documentation for the Alcohol and Drug Management Information Tracking System (ADMITS).		**PERMANENT: Cut off (take snapshot) at the end of end of fiscal year and transfer to the National Archives**	x		
5353.2b	ALCOHOL ABUSE CONTROL RECORDS	2. Alcohol and Drug Management Information Tracking System (ADMITS). Database management system used to track information about individuals treated at Navy nonmedical facilities for abuse of drugs or alcohol. b. Master files of central database records maintained at NAVPERSCOM (PERS-60F).		PERMANENT. Cut off (take snapshot) at the end of end of fiscal year and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234	Permanent	N1-NU-02-6 / 2b DAL-NU-2008-0002-0001	
5353.2d	ALCOHOL ABUSE CONTROL RECORDS	2. Alcohol and Drug Management Information Tracking System (ADMITS). Database management system used to track information about individuals treated at Navy nonmedical facilities for abuse of drugs or alcohol. d. Documentation for the master file of central database records maintained at NAVPERSCOM (PERS-60F). Including are codebooks, record layouts and other system documentation.		PERMANENT. Transfer to the National Archives along with the annual snapshot of the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234	Permanent	N1-NU-02-6 / 5353/2/D	
5000-32	**Automatic Data Processing Program:**	Information created/used for the development, establishment, and accomplishment of automatic data processing (ADP) management plans, programs, and procedures.		**PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.**	x		
5230.1	AUTOMATIC DATA PROCESSING AND INFORMATION SYSTEMS RECORDS	1. Primary Program Records. Files of the Offices of SECNAV, CNO, CMC, and Naval Information Systems Management Center (NISMC) which document their primary mission responsibilities for the development, establishment, and accomplishment of automatic data processing (ADP) management plans, programs, and procedures.		PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5230/1	
5230.3	AUTOMATIC DATA PROCESSING AND INFORMATION SYSTEMS RECORDS	3. Official Record Copies of Magnetic or Punched Tape Records. Records created/used in the accumulation of operating and reporting data concerning the functions of activities and offices.		DO NOT DESTROY. Disposition is NOT authorized.	Permanent	DO NOT DESTROY	
5239.1	DATA TRANSMISSION AND PROTECTION RECORDS	1. All Activity or Office Documents, Guidelines, Reference Materials, and Any Other Materials Related to Data Communications and Transmission.		PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5239/1	
5239.2	DATA TRANSMISSION AND PROTECTION RECORDS	2. All Activity or Office Documents, Guidelines, Reference Materials, and Any Other Materials Related To Data Protection and Security.		PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	Permanent	N1-NU-89-4 / 5239/2	
5000-33	**Hazardous Substance Reports:**	Reports and other records required by the Comprehensive Environmental Response Compensation Liability Act.		**TEMPORARY: Cutoff at final action. Destroy 50 years after cutoff.**	x		
5090.3	GENERAL ENVIRONMENTAL PROTECTION RECORDS	3. Hazardous Substance Records. Includes reports and other records required by the Comprehensive Environmental Response Compensation Liability Act.		Retire to nearest FRC 3 years after completion of response action. Destroy when 50 years old.	50	N1-NU-89-4 / 5090/3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5090.6	GENERAL ENVIRONMENTAL PROTECTION RECORDS	Camp Lejeune Historic Drinking Water Notification Database. The purpose of the system is to obtain, maintain contact information, and communicate with registrants and other interested parties who may have been exposed to contaminated drinking water at Marine Corps Base Camp Lejeune, NC.		Destroy 50 years after Camp Lejeune is deleted from the National Priorities List.	50	DAA-0127-2014-0022-0002	
5000-34	NCIS Credentials Log:	Log showing the issue and control of badges, credentials and pins naming NCIS civilian and military personnel.		TEMPORARY: Cutoff at end of calendar year. Destroy 75 years after cutoff.	x		
5512.17a(2)(a)	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	17. Naval Criminal Investigative Service (NCIS) Investigator Badge, Credential And Protective Service Pin Controls Records. Information showing the issue and control of badges, credentials and pins naming NCIS civilian and military personnel. Included are receipts, log books, loss/recovery reports, inventories, inspections, destruction lists and related documents. (Privacy Act: N01070-12) a. Logbooks (paper or electronic): (2) At NCISHQ (a) Paper copy.		Retain on board. Destroy 75 years after last entry.	75	N1-NU-98-2 / 5512/17/A/2/A	
5512.17a(2)(b)2	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	17. Naval Criminal Investigative Service (NCIS) Investigator Badge, Credential And Protective Service Pin Controls Records. Information showing the issue and control of badges, credentials and pins naming NCIS civilian and military personnel. Included are receipts, log books, loss/recovery reports, inventories, inspections, destruction lists and related documents. (Privacy Act: N01070-12) a. Logbooks (paper or electronic): (2) At NCISHQ (b) Paper copy records that have been converted to electronic records: 2 Electronic record:		Delete entry when 75 years old.	75	N1-NU-98-2 / 5512/17/1/2/B/2	
5000-35	NCIS Investigate Case Files - Controlled Death and Criminal Sex Investigations:	Investigative reports and case files of controlled death and criminal sex investigations and investigations created on or after 1 January 1988 and where DoDI 5505.11 requires submission of offender criminal history data to the FBI.		TEMPORARY: Cutoff at case closure. Destroy 50 years after cutoff.	x		
5580.4a(1)(b)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. a. Criminal Investigative Reports. Investigative reports of matters of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material. (Privacy Act: N05520-4)) (1) Case files. (b) Controlled death and criminal sex investigations and investigations created on or after 1 January 1988 and where DoDI 5505.11 requires submission of offender criminal history data to the FBI. (N1-NU-98-2)		Destroy 50 years after case closure unless (2) applies.	50	N1-NU-98-2 / 5580/4/A/1/B	
5000-36	NCIS Incident Reports:	Information created during maintenance of discipline, law and order and include information such as arrest reports, receipts for offenders, sobriety tests, patrol officer reports, sworn statements, arrest and disposition reports, offense reports, vehicular collision investigation reports, and other information relating to incidents, arrest or detention		TEMPORARY: Cutoff at case closure. Destroy 50 years after case closure.	x		
5580.4c(1)(a)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. c. Incident Reports (IR) Incident Compliant Reports (ICR). Copies of Marine Corps and Navy base security law enforcement reports created under SSIC 5580.1a and forwarded to NCIS. (1) Case Files falling under NCIS jurisdiction. (a) Case files created after December 31, 1987.		Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 50 years after case closure.	50	N1-NU-01-2 / 3	
5580.4c(1)(b)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. c. Incident Reports (IR) Incident Compliant Reports (ICR). Copies of Marine Corps and Navy base security law enforcement reports created under SSIC 5580.1a and forwarded to NCIS. (1) Case Files falling under NCIS jurisdiction. (b) Case files created prior to 1 January 1988.		Destroy 25 years after case closure.	25	N1-NU-01-2 / 4	moved up to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5580.4d(7)(a)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. d. Non-investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (7) Unsolicited Letters Database. Unsolicited letters and other communications (hardcopy or electronic) received by or referred to NCIS for analysis and inquiry when contents conveyor can be interpreted to convey a possible threat to DON persons or property. Also includes copies of analytical and other information and reports created during course of the NCIS inquiry. Where a formal investigative case is opened information will be filed under SSIC 5580, para.4a. (a) Letters and other communications where a formal investigation is not opened. Letters and communications will be imaged and entered into the database.		Retain on Board. Delete 50 years after last entry.	50	N1-NU-08-2-1	

5000-37	**NCIS Polygraph Examination:**	Technical information relating to polygraph examination during criminal investigations. Includes information such as statistical and technical data sheets, personal data sheets, medical waivers, question sheets, charts, numerical evaluation forms, interview logs, and related data.		**TEMPORARY: Cutoff at end of calendar year. Destroy 50 years after cutoff.**	x		
5580.9d	LAW ENFORCEMENT RECORDS	9. Polygraph Examination Records (Criminal Investigations). d. Polygraph Technical Files. Includes information such as statistical and technical data sheets, personal data sheets, medical waivers, question sheets, charts, numerical evaluation forms, interview logs, and related data. Privacy Act: N05520-4		Retire to NCIS Records Management. Destroy when 50 years old.	50	N1-NU-09-5 / 5580/9/D	

5000-38	**Courts of Inquiry and Investigations (non-perm):**	Findings and other related records of JAGMAN administrative investigations and Courts of Inquiry into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Records are temporary if they do not meet criteria in 5000-19 JAGMAN Administrative Investigations and Courts of Inquiry above.		**TEMPORARY: Cutoff at end of calendar year in which investigative report is final. Transfer to the Office of the Judge Advocate General (Code 15) after 2 years in accordance with Chapters II and XI of the JAGMAN. Investigations conducted in anticipation of litigation should be forwarded immediately after completion. Records will be entered into tracking system and transferred to the National Records Center. Destroy when 75 years old.**	x		
5830.1a	COURTS OF INQUIRY AND INVESTIGATIONS RECORDS	1. Courts Of Inquiry Records and Investigations Conducted Per Manual of The JAG of the Navy (JAGMAN) Reports/Records/Case Files. Findings and other records of Courts of Inquiry as well as reports of JAGMAN investigations and related records regarding investigations into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Maintained by field activities and the Office of the Judge Advocate General of the Navy. (JAGMANs conducted under SECNAV M 5510.36 are filed under SSIC 5830.3.) (Privacy act: N05830-1) a. Temporary records. Records of any JAGMAN investigation not covered by SSIC 5830.1b.		Cut off at the end of calendar year in which investigative report is final. Retire to WNRC 2 years after cutoff. Destroy 75 years after cutoff.	75	N1-NU-01-1 / 3	

3000-39	**Department of the Navy Criminal Justice Information System (DONCJIS) Profile Data:**	Information captured from the data input from investigations, command actions, judicial actions, and corrections. Includes information such as but not limited to names; SSNs; dates and places of birth; offenses; investigative data; administrative actions, and administrative data drawn from base registration process, results of judicial and non-judicial actions taken, and corrections data.		**TEMPORARY: Cutoff at end of calendar year. Destroy 50 years after cutoff.**	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5810.5f(1)	MILITARY JUSTICE RECORDS	5. Department of the Navy Criminal Justice Information System (DONCJIS) Records. Includes records from Navy and Marine Crops police and Criminal Investigation Division (CID) operations where there is a suspected violation of law, criminal investigations conducted by Naval Criminal Investigative Service, Command Actions for processing and disposition of incidents adjudicated by military courts under the cognizance of the Judge Advocate General of the Navy, corrections case management actions conducted at naval confinement facilities and by activities responsible for naval pre-trial and post-trial prisoner management. Privacy Act: TBD f. Profile data. Consists of key information captured from the data input from investigations, command actions, judicial actions, and corrections. Includes information such as but not limited to names; SSNs; dates and places of birth; offenses; investigative data; administrative actions, and administrative data drawn from base registration process, results of judicial and non-judicial actions taken, and corrections data. (1) Criminal investigative profile data.		Delete when 50 years old.	50	N1-NU-09-1 / 1	

5000-40	**Urinalysis Records:**	Documentation of detection of drug abuse by military personnel, including Marine Corps Tables of Organization. Some exceptions to disposal standards are necessary, regardless of authorization herein, records directly relating to matters listed below will not be destroyed until clearance or settlement of the case. - Incomplete investigation - Incomplete NJP - Court Martial and other disciplinary action - Incomplete medical boards or administrative actions		**TEMPORARY: Cutoff at end of calendar year. Destroy 75 years after cutoff.**	x		
5355.1a	DRUG ABUSE CONTROL RECORDS	1. Documentation of Detection of Drug Abuse By Military Personnel, Including Marine Corps Tables of Organization. Some Exceptions to Disposal Standards Are Necessary. Regardless of Authorization Herein, Records Directly Relating To Matters Listed Below Will Not Be Destroyed Until Clearance or Settlement of the Case: -Incomplete Investigation -Incomplete NJP, Court Martial and other disciplinary action, including appeals procedure, or -Incomplete medical boards or administrative actions. a. Fleet and Shore Activities . Urinalysis Collection Documentation. Urinalysis ledger, any copies of Urine Sample Custody Document (OPNAV 5350/2), and any computer diskettes containing urinalysis collection information.		Transfer to National Personnel Records (NPRC) Military Personnel Records (MPR), 9700 Page Blvd., St. Louis, MO 63132 when 2 years old. NPRC destroy when 75 years old.	75	N1-NU-89-4 / 5355/1/A	
5355.1b	DRUG ABUSE CONTROL RECORDS	1. Documentation of Detection of Drug Abuse By Military Personnel, Including Marine Corps Tables of Organization Some Exceptions to Disposal Standards Are Necessary. Regardless of Authorization Herein, Records Directly Relating To Matters Listed Below Will Not Be Destroyed Until Clearance or Settlement of the Case: -Incomplete Investigation -Incomplete NJP, Court Martial and other disciplinary action, including appeals procedure, or -Incomplete medical boards or administrative actions. b Navy Drug Laboratories. Urinalysis Analysis Documentation.		Retain on board for 5 years. Transfer to NPRC. Destroy when 75 years old.	75	N1-NU-89-4 / 5255/1/B	

5000-41	**General Counsel Policy and Planning Support:**	Information that reflects the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities. Note: Information accumulated at the Departmental Level by JAG, the General Counsel (GC), and the Legal Staffs of All Other Departmental Offices including the Judge Advocate and Legal Staffs of the Marine Corps are scheduled under item 5000-1 Policy Planning and Strategy		**TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.**	x		
5800.1b	GENERAL LAWS AND LEGAL MATTERS RECORDS	1. Primary Program Records. Records that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities. b. Files Accumulated by Branch Offices of OGC. (Files that are not duplicated in SSIC 5800.1a.		Retire to WNRC when 2 years old. Destroy when 20 years old	30	N1-NU-89-4 / 5800/1/B	
5800.1c	GENERAL LAWS AND LEGAL MATTERS RECORDS	1. Primary Program Records. Records that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities. c Files Accumulated by the Legal Staffs of Naval District Washington, Area Coordinators, Fleet Commands, Other Shore Command Headquarters, and Navy Legal Service Offices. Fleet Marine Forces and all subordinate commands of the Marine Corps. (Files that are not duplicated in SSIC 5800.1a and b.		Retire to the nearest FRC when 2 years old. Destroy when 20 years old.	30	N1-NU-89-4 / 5800/1/C	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-42	**Survey and Inspection - Department-level:**	Information accumulated by departmental offices other than Inspector General relating to surveys and inspections of major activities. Includes special investigation reports relating to possible violations or irregularities.		**TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.**	x		
5040.3b	NAVAL COMMAND INSPECTION PROGRAM RECORDS	3. Survey and Inspection Reports Files. b. Final (Summary) Report Files (Master File Only). Files of departmental offices relating to surveys of major activities that are not duplicated or essentially summarized in records covered in SSIC 5040.3a, together with correspondence and other records implementing essential or important recommendations and results.		Retire to WNRC when 6 years old. Destroy when 20 years old	30	N1-NU-89-4 / 5040/3/B	
5040.5	NAVAL COMMAND INSPECTION PROGRAM RECORDS	5. Special Financial Survey, Investigation, and Inquiry Records. Special investigation reports, correspondence, and other documents relating to possible violations or irregularities.		Retire to WNRC when 6 years old. Destroy when 20 years old.	30	N1-NU-89-4 / 5040/5	
5000-43	**Local History:**	Locally prepared histories not required by nor submitted to higher authority.		**TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.**	x		
5750.3	HISTORICAL MATTERS RECORDS	3. General Historical Records. Naval Historical Center's Mailroom file of reference requests and responses.		Retire to WNRC when 10 years old. Destroy when 20 years old.	30	N1-NU-89-4 / 5750/3	
5750.4b	HISTORICAL MATTERS RECORDS	4. Local Activity or Office Histories. Locally prepared histories not required by nor submitted to higher authority. b. Navy activities. Including source files for Command histories.		Retire to nearest FRC when no longer needed for reference. Destroy when 20 years old.	30	N1-NU-89-4 / 5750/4/B	
5750.4c	HISTORICAL MATTERS RECORDS	4. Local Activity or Office Histories. Locally prepared histories not required by nor submitted to higher authority. c. Marine Corps activities.		Transfer to CMC (ORCA) when 3 years old. CMC (ORCA) destroy when no longer required.	wnln	N1-NU-89-4 / 5750/4/C	
5756.1	AIRCRAFT RECORDS	1. Records of the Curator for the Navy and the Marine Corps Historical Center. Records related to acquisition, loan, or donation of naval aircraft; eligibility of recipients; history of aircraft; and accountability responsibilities.		Retire to WNRC when no longer needed for reference or in connection with the center's mission. Destroy when 20 years old.	30	N1-NU-89-4 / 5756/1	
5000-45	**Environmental Reports:**	Environmental reports and documentation. Includes environmental assessments; environmental impact statements; life-cycle analyses; documentation of compliance/noncompliance; documentation required by the Army Corps of Engineers; site inspections; communications with non-DOD Federal, State, Local and Foreign environmental authorities; and all other documentation required by law, regulation, and executive order, including reports to the EPA; reports and survey s of Marine Corps owned and operated public water systems; and tests, analyses and measurements of DON-controlled drinking water.		**TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.**	x		
5090.3a	GENERAL ENVIRONMENTAL PROTECTION RECORDS	3. Hazardous Substance Records. Includes reports and other records required by the Comprehensive Environmental Response Compensation Liability Act. a. Management Plans and support documentation.		Destroy when superseded or obsolete whichever is later.	wnln	N1-NU-89-4 / 5090/3/A	
5090.4	GENERAL ENVIRONMENTAL PROTECTION RECORDS	4. General Environmental Reports and Documentation Not Covered Elsewhere in this Instruction. Includes environmental assessments; environmental impact statements; life-cycle analyses; documentation of compliance/noncompliance; documentation required by the Army Corps of Engineers; site inspections; communications with non-DOD Federal, State, Local and Foreign environmental authorities; and all other documentation required by law, regulation, and executive order, including reports to the EPA. Records include the affect of activities on air quality; tideland and fresh water wetland resources; wildlife; protected threatened, and endangered species; woodland resources; coastal and contiguous zone waters; noise levels; farm land; private property; land/property of historical/archeological value; and toxic waste sites. Note: current edition of OPNAV INSTRUCTION 5090.1 contains up-to-date lists of current laws, executive orders, regulations, and directives.		Retire to nearest FRC when 5 years old. Destroy when 30 years old.	30	N1-NU-89-4 / 5090/4	
5090.5	GENERAL ENVIRONMENTAL PROTECTION RECORDS	5. Control of Lead and Copper. Marine Corps owned and operated public water systems in the United States subject to the Lead and Copper Control requirements must retain original records of all sampling data and analysis, reports, surveys, letters, evaluations, schedules, state determinations, and any other information requires in 40 CFR 141.81 through 40 CFR 141.88.		Retire to FRC after 3 years and destroy after 12 years	30	N1-NU-00-1 / 6	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5104.1b	INDUSTRIAL RADIOLOGICAL SAFETY AND CONTROLS RECORDS	1. Records Concerning all Ionizing Radiation Sources Used by Navy and Marine Corps except the sources associated with Naval Nuclear Propulsion, Medical and Dental, Nuclear Weapons and Naval Research Laboratory. Items covered include radioisotope and x-ray radiography sources; electro microscopes; calibration and check sources; supply items; analytical x-ray equipment; depleted uranium; and radioluminescent material. b. Records Documenting the Establishment, Management, and Maintenance of Industrial Radiological Safety and Controls Program at Field Activities.		Retire to nearest FRC when no longer required for program management. Destroy when 30 years old.	30	N1-NU-89-4 / 5104/1/B	
5090.1a	GENERAL ENVIRONMENTAL PROTECTION RECORDS	1. Drinking Water Records. Forms and correspondence documenting results of tests, analyses, and measurements. a. Bacteriological Results.		Destroy when 5 years old.	7	N1-NU-89-4 / 5090/1/A	moved up to be with like records
5090.1b	GENERAL ENVIRONMENTAL PROTECTION RECORDS	1. Drinking Water Records. Forms and correspondence documenting results of tests, analyses, and measurements. b. Chemical/Physical Results.		Destroy when 10 years old	10	N1-NU-89-4 / 5090/1/B	moved up to be with like records
9492.3	ELECTRONIC EQUIPMENT FOR RADIATION DETECTION, INDICATION, AND COMPUTATION (RADIAC)	3. All Radiation Detection Indication and Computation (RADIAC) Case Files for Individual Units.		Retain on board until unit is removed from Navy inventory then destroy.	wnin	N1-NU-89-3 / 9492/3	moved up to be with like records
5000-46	**Equal Opportunity Office Reports:**	Equal Opportunity Office off-base housing reports and quarterly Navy-wide demographic data.		**TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.**	x		
5354.3a	EQUAL OPPORTUNITY RECORDS	3. Semi-Annual Off-Base Housing Referral Report. Reports submitted by every command with a housing referral office under its jurisdiction. a. Navy Summary Report.		Retire to FRC when no longer needed. Destroy when 20 years old.	30	N1-NU-89-4 / 5354/3/A	
5354.4a	EQUAL OPPORTUNITY RECORDS	4. Quarterly Navy-Wide Demographic Data. Statistics promulgated quarterly to display (by ethnic code and by sex) end strength percentages of officers by designator, end strength percentages of officers by designator, end strength percentages of enlisted personnel by rating, retention/re-enlistment, and administrative discharges. a. In House.		Destroy when 30 years old or no longer needed for reference, whichever is earlier.	30	N1-NU-89-4 / 5354/4/A	
5000-47	**Intellectual Property - Legal Review:**	Information relating to the review, license, and protection of intellectual property claims. Includes patent application review, signed agreements with owners of patents, all information relating to copyright licenses and trademark interests, and licenses and assignments of DON interests in inventions, patents, and royalties.		**TEMPORARY:** Cutoff at license, patent, or trademark expires. Destroy 30 years after cutoff.	x		
5870.1b	PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS	1. Patent, Copyright, and Trademark Programs. Files and documents that reflect the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of the program. b. All Other Activities.		Retire to FRC when 4 years old. Destroy when 20 years old.	30	N1-NU-89-4 / 5870/1/B	
5870.3a	PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS	3. Invention Disclosures and Patent Applications. a. Documents Relating to Individual Inventions Resulting from Disclosures by Navy Civilian and Military Personnel, Contractor Employees Under Research Contracts Awarded by Navy, and Individuals Outside the DON.		Retire to FRC 2 years after case becomes inactive. Destroy 25 years after transfer.	30	N1-NU-89-4 / 5870/3/A	
5870.4a	PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS	4. Security Matters Relating to Patent Applications. a. Documents Pertaining to Review of Patent Applications to Ascertain Whether They Should be Placed Under Secrecy Orders in the U.S. Patent and Trademark Office.		Retire to WNRC 3 years after rescission of secrecy order or completion of other action. Destroy 9 years after transfer.	30	N1-NU-89-4 / 5870/4/A	
5870.5a	PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS	5. Licenses and Assignments. a. Signed Agreements with Owners of Patents, by Which the Government Acquires an Interest.		Retire to WNRC when 5 years old. Destroy when 25 years old.	30	N1-NU-89-4 / 5870/5/A	
5870.5b	PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS	5. Licenses and Assignments. b. All Documents Relating to Copyright Licenses.		Retire to WNRC after copyright expires. Destroy when 25 years old.	30	N1-NU-89-4 / 5870/5/B	
5870.5c	PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS	5. Licenses and Assignments. c. All Documents Relating to Trademark Interests.		Retire to WNRC after trademark is abandoned by Navy. Destroy 20 years after transfer.	30	N1-NU-89-4 / 5870/5/C	
5870.5d	PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS	5. Licenses and Assignments. d. Licenses and Assignments of Navy Interests in Inventions and Patents and Royalties Paid There under.		Retire to WNRC 2 years after license or patent expires. Destroy 20 years after transfer.	30	N1-NU-89-4 / 5870/5/D	
5870.6a(1)	PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS	6. Patent and Copyright Infringement, Preferred Licenses, and Royalty Matters. a. All Documents Comprising Correspondence, Reports, Patents Printed Material, Procurement Papers, and Other Pertinent Records. (1) OCNR.		Retire to WNRC 2 years after completion of action. Destroy 30 years after transfer.	30	N1-NU-89-4 / 5870/6/A/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-48	**Publication Security Review:**	Information relating to pre-publication security review. Includes request for a security review of manuscripts, photographs, lectures, radio and television scripts, etc., prior to publication to ensure that no classified or sensitive information is disclosed in the publication, copies of the results of the review and other related correspondence		**TEMPORARY:** Cutoff at case closure. Destroy 30 years after cutoff.	x		
5500.11b	GENERAL SECURITY RECORDS	11. Pre-publication Security Review Records. This includes request for a security review of manuscripts, photographs, lectures, radio and television scripts, etc., prior to publication to ensure that no classified or sensitive information is disclosed in the publication, copies of the results of the review and other related correspondence. These records may be retained in either hardcopy or electronic/imaged format. b. Case files for which there are objections and public release is disapproved.		Retain on board for 5 years and then retire to WNRC. Destroy/delete 20 years after case closure	30	N1-NU-06-4 / 5500/11/B	
5000-49	**Security Clearance Adjudication:**	Case files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access determinations.		**TEMPORARY:** Cutoff at case closure. Destroy 30 years after cutoff.	x		
5529.1a	CLEARANCE ADJUDICATIONS RECORDS	1. Routine Adjudication Actions. Files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access determinations. a. Case files.		Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 15 year after the date of last action except:	30	N1-NU-97-2 / 1/A	
5529.2a	CLEARANCE ADJUDICATIONS RECORDS	2. Significant Incidents or Adverse Actions. Files containing significant adverse action reports or relating to personnel security clearance adjudicative decisions of a significant or potentially disqualifying nature and subsequent adjudicative and access determinations and associated information such as polygraph examination results. Also included is information from Defense Hearings and Appeals (DOHA) proceedings. a. Case Files.		Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 25 years after the date of last action, except:	30	N1-NU-97-2 / 2/A	
5000-50	**NCIS Case Files - Personnel Investigation:**	Personnel Security Investigations conducted by Naval Criminal Investigative Service. Includes routine personnel security investigations; internal personnel inquiries, and pre-employment inquiries for civilian support personnel.		**TEMPORARY:** Cutoff at case closure. Destroy 30 years after cutoff.	x		
5527.1a(1)	INVESTIGATIONS RECORDS	1. Naval Criminal Investigative Service (NCIS) Personnel Security Investigative Case Files. Files include personnel security data on members of the Armed Forces, DOD civilian, contractor, nonappropriated fund employees, USO personnel, Red Cross volunteers and staff, and U.S. Coast Guard military and selected civilian personnel under the Defense Industrial and Personnel Security Programs. For criminal, counterintelligence and counterterrorism investigative and operational records previously under this SSIC, see SSICs 3850 and 5580 respectively. a. Routine Investigations. Files relating to personnel security investigations of a favorable nature on persons who are considered for affiliation with DOD and other investigations of a minor nature impacting on the suitability of a person to possess a security clearance. Files include personnel security information on persons who are considered for affiliation with DOD. (Privacy Act: N05520-4) (1) Case files.		Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 15 years after case closure except:	30	N1-NU-98-2 / 5527/1/A/1	
5527.1b(1)	INVESTIGATIONS RECORDS	1. Naval Criminal Investigative Service (NCIS) Personnel Security Investigative Case Files. Files include personnel security data on members of the Armed Forces, DOD civilian, contractor, nonappropriated fund employees, USO personnel, Red Cross volunteers and staff, and U.S. Coast Guard military and selected civilian personnel under the Defense Industrial and Personnel Security Programs. For criminal, counterintelligence and counterterrorism investigative and operational records previously under this SSIC, see SSICs 3850 and 5580 respectively. b. Significant Incidents or Adverse Actions. Files relating to personnel security investigations resulting in an adverse personnel action, court-martial or other investigation required for long term administrative or legal use. (Privacy Act: N05520-4) (1) Case Files.		Cut off at case closure. Retire to NCIS Record Management Division. If space is not available, retire to WNRC. Destroy 25 years after case closure.	30	N1-NU-98-2 / 5527/1/B/1	
5527.3a	INVESTIGATIONS RECORDS	a. Agent applications for positions with NCIS. Information concerning DoD-affiliated and non-DoD-affiliated applications.		Destroy 25 years after case closure.	30	N1-NU-09-3-1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5527.3b	INVESTIGATIONS RECORDS	3. NCIS Investigations of Special Activities b. Internal Personnel Inquiries. Case files relating to inquiries/investigations regarding NCIS personnel to include Special Agents and key military and civilian personnel. These records may be retained in either hardcopy or electronic/imaged format. (Privacy Act: N05520-4)		Cut off at case closure. Retire to NCIS Records Management Division. Destroy/delete 15 years after case closure.	30	N1-NU-06-1 / 1	
5527.3d	INVESTIGATIONS RECORDS	3. NCIS Investigations of Special Activities d. Support Applicants: Pre-employment inquiries for civilian support personnel. (Privacy Act: N05520-4)		Cut off at inquiry closure. Retire to NCIS Records Management Division. If space is not available retire to WNRC. Destroy 15 years after inquiry closure.	30	N1-NU-98-2 / 5527/3/D	
5527.4	INVESTIGATIONS RECORDS	4. Criminal Investigation Division (CID) Background Investigation Files. Information pertaining to applicants for positions with Navy and Marine Corps as Criminal Investigators. Includes applications from military and civilians for positions as investigators and support personnel, requests for and responses to investigative procedures and associated information.		Cutoff at end of CY. Destroy 25 years old after cutoff.	30	N1-NU-08-4-1	
5527.5	INVESTIGATIONS RECORDS	5. CID Internal Personnel Inquiries/Investigations. Case files relating to internal inquiries and investigations conducted by or for CID officials regarding Navy and Marine Corps CID personnel to include agents and personnel assigned to CID offices, whether military or civilian. Includes all information relative to the inquiry/investigation such as initial reports, associated correspondence, reports, and findings. This excludes criminal investigations conducted under SSIC 5580, paragraph 13.		Cutoff at end of CY. Destroy 15 years old after cutoff.	30	N1-NU-08-4-2	
5000-51	**NCIS Criminal Investigative Reports:**	Investigative reports of matters of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material.		**TEMPORARY:** Cut off at case closure. Destroy 30 years after case closure.	x		
5580.4a(1)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. a. Criminal Investigative Reports. Investigative reports of matters of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material. (Privacy Act: N05520-4)) (1) Case files.		Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 25 years after case closure.	No retention specified	N1-NU-98-2 / 5580/4/A/1	
5000-52	**NCIS Non-Investigative Reports:**	NCIS reports and assessments of non-investigative nature. Includes NCIS Security Training, Assistance, Assessment Team (STAAT) vulnerability assessments; criminal intelligence and information reports, protective operations, and sources administration.		**TEMPORARY:** Cutoff at case closure. Destroy 30 years after cutoff.	x		
5522.2	INSPECTIONS RECORDS	2. Naval Criminal Investigative Service (NCIS) Security Training, Assistance, Assessment Team (STAAT) Vulnerability Assessments. Reports of assessments and surveys conducted to provide fleet commanders, Navy regional operational commanders and Marine Corps area and component commanders a basis for determining vulnerability to a terrorist attack and identify antiterrorism measures to protect personnel from terrorist attacks at a port, airfield, hotel, residence, facility, or other site. Vulnerability assessments and surveys may include other related correspondence.		Cutoff annually on 31 December. Retire to NCISHQ, Records Management Branch. Destroy 25 years after cutoff.	25	DAA-0526-2010-0001-0001	
5580.4d(1)(a)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. d. Non-Investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (1) Initiative operations. Reports concerning information generated from formalized program targeting persons or organization whose criminal activities significantly affect the naval establishment, or of those activities designed to gain information of a criminal intelligence nature for law enforcement purposes. (Privacy Act: N05520-4) (a) Group 1:		Transfer to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 15 years after closure.	15	N1-NU-98-2 / 5580/4/D/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5580.4d(4)(a)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. d. Non-Investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (4) Sources. Information containing data about personnel who have been used as sources of criminal information by the Navy; the details on use or activities of source that are necessary to confirm operational use as source, or future claims against Navy by source or heirs of source. Included are agreements, contracts, information and financial reports, audiovisual products and related information. Also included in information on individuals considered for use, but rejected. (Privacy Act: N05520-4) (a) Case files.		Cut off at case closure and transfer to NCIS Records Management Division. Destroy 15 years after case closure.	15	N1-NU-98-2 / 5580/4/D/4/A	
5580.4d(6)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. d. Non-Investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (6) Psychological Autopsy Records: Reports prepared by physician-psychologist on deceased individuals when the manner of death is undetermined in order to determine their probable state of mind at the time of death. Case file includes copy of medical records, investigative reports and other information deemed pertinent.		Retire to FRC when 3 years old. Destroy when 10 years old.	10	N1-NU-04-2 / 3	
5000-53	**Summary and Special Courts-Martial:**	Summary and Special Courts-Martial Cases not involving a punitive discharge nor concerning an officer (consisting of the original record of trial).		**TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.**	x		
5813.3a	COURTS-MARTIAL TRIAL RECORDS	3. Summary and Special Courts-Martial Cases not involving a punitive discharge nor concerning an officer (consisting of the original record of trial). a. Files accumulated and maintained by Shore Activities.		Retire to NPRC (MPR) 2 years after completion of appellate review. Destroy when 15 years old.	15	N1-NU-89-4 / 5813/3/A	
5813.3b	COURTS-MARTIAL TRIAL RECORDS	3. Summary and Special Courts-Martial Cases not involving a punitive discharge nor concerning an officer (consisting of the original record of trial). b. Files accumulated and maintained by Fleet Activities, including Fleet Air/Fleet Marine Force Authorities.		Retire to NPRC (MPR) 3 years after completion of appellate review. Destroy when 15 years old.	15	N1-NU-89-4 / 5813/3/B	
5000-54	**Military Music Recordings:**	Audio and visual recording of special events and concerts		**TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.**	x		
5141.5a	MILITARY MUSIC	5. Audio and Visual Recording Of Special Events and Concerts. a. Records maintained by Navy Bands.		Retire to nearest FRC when 5 years old. Destroy when 30 years old.	30	N1-NU-89-4 / 5141/5/A	
5000-55	**Program Oversight (General Administration):**	Information relating to the oversight of the execution of plans, policies, programs, and procedures relating to the commands assigned mission.	Trigger(s)	**TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.**	x		**[$] Common across chapters. Need a common description for each.**
5110.1a	MAIL AND POSTAL AFFAIRS RECORDS	1. General Correspondence Files, Reports, and Other Related Documents Pertaining to the Operation and Administration of Mail and Postal Affairs. Include records of all naval offices or units responsible for mail and postal services. a. Headquarters Mail Management/Postal Affairs Program Managers.		Destroy when 10 years old.	10	N1-NU-89-4 / 5110/1/A	
5210.1a	RECORDS MANAGEMENT PROGRAM RECORDS	1. Files Pertaining to Programs, Plans, Policies, and Procedures for Managing and Improving Records Management. a. SECNAV, CNO and CMC Files.		Destroy 10 years after program is cancelled, superseded, or no longer needed for reference.	10	N1-NU-89-4 / 5210/1/A	
5213.2a	FORMS MANAGEMENT (INCLUDE FORMATS) RECORDS (EXCEPT MARINE CORPS)	2. Commandant of the Marine Corps. a. NAVMC, NAVMC HQ, and DD (MC) blank forms.		Transfer annually to the WNRC. Records will be recalled from the WNRC and folders will be destroyed 10 years after form(s) become obsolete or use discontinued by the Marine Corps.	10	N1-NU-89-4 / 5213/2/A	
5213.3	FORMS MANAGEMENT (INCLUDE FORMATS) RECORDS (EXCEPT MARINE CORPS)	3. Non-Marine Corps Forms.		Destroy 10 years after the form is superseded, cancelled or use discontinued.	10	N1-NU-89-4 / 5213/3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5219.1	PUBLISHING MANAGEMENT RECORDS	1. Files with the Supporting Papers Which Document the Inception, Scope, and Purpose of the Project.		Retire to FRC upon completion of project. Destroy when 10 years old.	10	N1-NU-89-4 / 5219/1	
5510.5g	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records g. Foreign Influence. Files created under any of the programs listed but not limited to them: (1) Foreign Ownership, Control or Influence (FOCI); (2) Committee on Foreign Investment in the United States (CFIUS); or (3) Participation by Foreign Contractor in DON procurements. Navy IPO coordinates DON input to (1) Defense Security Service; (2) CFIUS or (3) OSD regarding (1) FOCI of U.S. businesses; (2) proposed mergers, acquisitions, takeovers etc. of U.S. companies by foreign personnel/companies; or (3) requests by foreign businesses to participate in procurement, acquisition, etc.		Cut off when case is closed or no longer needed for current business; hold in current files for 3 years; then retire to WNRC. Destroy 10 years after cut-off.	10	N1-NU-02-5 / 15	
5600.1	GENERAL MICROGRAPHICS PUBLICATIONS, PRINTING, DUPLICATING, AND REPRODUCTION RECORDS	1. Program Records. Files and other records of the DAPS, Ft. Belvoir, VA, and other departmental offices having assigned overall publications and printing or other reproduction program responsibilities, and that document the development, establishment, and execution of overall plans, policies, programs, and procedures pertaining to publications, printing, and other reproduction matters and to the operations of DAPS.		Retire to WNRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-4 / 5600/1	
5771.1b	ADMINISTRATION AND POLICY RECORDS	1. Primary Program Records b. CMC and Other Department Offices. Files document the overall accomplishment of assigned AFRTS program responsibilities and that are not duplicated or essentially documentad in the files covered in SSIC 5771.1a.		Retire to WNRC when 4 years old or files become inactive. Destroy when 10 years old.	10	N1-NU-89-4 / 5771/1/B	
5771.1c	ADMINISTRATION AND POLICY RECORDS	1. Primary Program Records c. Fleet and Other Major Shore-Based Commands. Files document policy decisions or other unusually significant or important local transactions or transactions of a highly controversial nature.		Retire to WNRC when 4 years old or files become inactive. Destroy when 10 years old.	10	N1-NU-89-4 / 5771/1/C	
5772.1	PROGRAMMING AND PRODUCTION RECORDS	1. General Correspondence Files. Files and other documents pertaining to the use and disposition of programming and production materials of AFRT operations.		Retire to nearest FRC when 2 years old or files become inactive. Destroy when 10 years old.	10	N1-NU-89-4 / 5772/1	
5774.2	SHORE-BASED AFRT OPERATIONS RECORDS	2. Shore Activities/Outside CONUS Conducting AFRT Operations.		Retire to nearest FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-4 / 5774/2	
5780.1a	INTERNAL PUBLIC AFFAIRS RECORDS	1. Naval Media Center. a. Records Documenting the Naval Media Center's Organizational History and its Policies, Programs, Overall Procedures, and Essential Transactions. Records accumulated by BUPERS activities. Exclude primary program records filed under SSIC 1000.		Retire to WNRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-4 / 5780/1/A	

5000-56	**Annual expanded Legal Assistance Program (ELAP) Report:**	Report consists of primary statistical information compiled from legal assistance case record forms and supplemented by material on functioning of program. Reports are prepared annually be legal assistance attorneys.	Trigger(s)	**TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.**	x		
5801.5	LEGAL ASSISTANCE RECORDS	5. Annual expanded Legal Assistance Program (ELAP) Report. Report consists of primary statistical information compiled from legal assistance case record forms and supplementad by material on functioning of program. Reports are prepared annually be legal assistance attorneys.		Field Offices: Retain on board. Destroy 2 years after submission of annual report. OJAG: Retain on board for statistical and management purposes. Destroy when 10 years old.	10	N1-NU-89-4 / 5801/5	

5000-57	**Survey and Inspection:**	Final reports of surveys and inspections of major activities performed by an Inspector General's Office and supporting documentation of action taken.	Trigger(s)	**TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.**	x		
5040.1c	NAVAL COMMAND INSPECTION PROGRAM RECORDS	1. Primary Program Records c. CNO Area Coordinators, COMNAVBASES, and Other Activities and Offices. Files that reflect overall survey and inspection procedures and programs and significant accomplishments (exclude routine recommendations).		Retire to nearest FRC when 6 years old. Destroy when 10 years old.	10	N1-NU-89-4 / 5040/1/C	
5040.3c	NAVAL COMMAND INSPECTION PROGRAM RECORDS	3. Survey and Inspection Reports Files. c. CNO Area Coordinators, COMNAVBASES and Fleet Command Headquarters Report Files and System Command Headquarters. Copies of final reports of surveys and inspections of major activities performed by the Command Inspector General's Office and supporting documentation of action taken.		Retire to nearest FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-4 / 5040/3/C	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-58	NCIS Polygraph Examiner Certification:	Polygraph examiner certification information, including applications, recommendations, approvals, disapprovals and related information.	Trigger(s)	TEMPORARY: Cutoff upon separation or retirement of examiner. Destroy 10 years after cutoff.	x		
5580.9b	LAW ENFORCEMENT RECORDS	9. Polygraph Examination Records (Criminal Investigations). b. Polygraph Examiner Certification Records. Polygraph examiner certification information, including applications, recommendations, approvals, disapprovals and related information. (Privacy Act: N01070-12)		Retain on board. Destroy 10 years after separation or retirement of examiner.	10	N1-NU-98-2 / 5580/9/B	
5000-59	Military Justice Case Management - USMC:	Computerized tracking system used Marine Corps wide to provide law centers, judge advocates, and staff judge advocates the ability to track the progression of their cases throughout the pre-trial, trial, and post-trial phases. The system provides oversight to ensure that all cases are tried in an expeditious manner, and that the post-trial process is handled in accordance with the timelines established by the appellate courts	Trigger(s)	TEMPORARY: Cutoff at case closure. Destroy 10 years after cutoff.	x		
5810.4	MILITARY JUSTICE RECORDS	4. USMC Information System documenting Military Justice Case Progression Tracking (Media Neutral). Computerized tracking system used Marine Corps wide to provide law centers, judge advocates, and staff judge advocates the ability to track the progression of their cases throughout the pre-trial, trial, and post-trial phases. The system provides oversight to ensure that all cases are tried in an expeditious manner, and that the post-trial process is handled in accordance with the timelines established by the appellate courts. NOTE: Includes but not limited to the Judge Advocate's Case Management System.		Destroy/delete closed/completed files when 10 years old.	10	N1-NU-07-12 / 1	
5000-60	Military Justice Case Management: - Reports	Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel.	Trigger(s)	TEMPORARY: Cutoff at case closure. Destroy 10 years after cutoff.	x		
5830.3b	COURTS OF INQUIRY AND INVESTIGATIONS RECORDS	3. Security JAGMAN Reports/ Records/Case Files. Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel, as required by SECNAV M 5510.36. Maintained by commands and CNO (N09N2). (Privacy Act: N05830-1) b. CNO (N09N2).		Retain on board for 2 years after case is closed, then retire to the WNRC. Destroy 10 years after case is closed.	10	N1-NU-01-1 / 6	
5000-61	Visual Information (VI) - Activities' Copies:	Activities' copies of VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities and maintained at the activity or command-level.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Transfer visual information to the DIMOC as soon as possible, but no later than one year from date of creation. DIMOC will cut off visual	x		[I] covered by new VI schedule?

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1c(1)(c)3	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 3. All other audiovisual products.		Transfer to the National Archives when 10 years old or earlier if no longer needed for current operations. (Any products not accepted by the National Archives will be destroyed when no longer needed by the Navy or the Marine Corps).	10	N1-NU-89-4 / 5291/1/C/1/C/3	
5000-62	**Drug Abuse and Rehabilitation:**	Information Relating To Rehabilitation of Participants in the Alcohol and Drug Prevention and Control Program. Includes, but not limited to urinalysis results, treatment plans, patient observations, treatment progress reports, and discharge reports.	Trigger(s)	**TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.**	x		
5355.1b(2)	DRUG ABUSE CONTROL RECORDS	1. Documentation of Detection of Drug Abuse By Military Personnel, Including Marine Corps Tables of Organization. Some Exceptions to Disposal Standards Are Necessary. Regardless of Authorization Herein, Records Directly Relating To Matters Listed Below Will Not Be Destroyed Until Clearance or Settlement of the Case: -Incomplete investigation -Incomplete NJP, Court Martial and other disciplinary action, including appeals procedure, or -Incomplete medical boards or administrative actions. b. Navy Drug Laboratories. Urinalysis Analysis Documentation. (2) Positive results.		Destroy when members separated from the service or when 10 years old whichever is sooner.	10	N1-NU-89-4 / 5355/1/B/2	
5355.3	DRUG ABUSE CONTROL RECORDS	3. Drug Abuse Case Files for Level III Treatment at Naval Alcohol Rehabilitation Centers. Individual records of multidisciplinary residential therapy for DOD military personnel, dependents, and retired personnel conducted at Naval Alcohol Rehabilitation Centers (NARC). Records consist of standard, Federal, and DOD forms approved for program use by the Chief of Naval Personnel as well as recommendations for after care.		Retire to nearest FRC when 3 years old. Destroy when 10 years old.	10	N1-NU-89-4 / 5355/3	
5000-64	**JROTC Records:**	Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records. Consists of records concerning the establishment of the Navy and Marine Corps JROTC Program and Navy National Defense Cadet Corps Program in high schools and other secondary schools Records include, but are not limited to, instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as instructor, instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an instructor, and academic degrees, certification letters, instructor status (probation / evaluation), instructor evaluations, instructor observation reports, school evaluations and probation letters, resignation letters, pay information, and associated correspondence.	Trigger(s)	**TEMPORARY: Cutoff at end of CY. Destroy 10 year(s) after cutoff.**	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5761.1a	JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) and NAVY NATIONAL DEFENSE CADET CORPS (NNDCC) RECORDS	1. Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records. Consists of records concerning the establishment of the Navy and Marine Corps JROTC Program and Navy National Defense Cadet Corps Program in high schools and other secondary schools Records include, but are not limited to, instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as instructor, Instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an instructor, and academic degrees, certification letters, instructor status (probation / evaluation), instructor evaluations, instructor observation reports, school evaluations and probation letters, resignation letters, pay information, and associated correspondence. a. School Correspondence Records. Includes information relating to the selection, establishment, and administration of JROTC and NNDCC Units and includes school applications, contracts establishing Units, establishment orders, and records of similar importance.		Cutoff upon disestablishment of Unit. Destroy 10 year(s) after cutoff.	10	DAA-0428-2012-0003-0001	
5761.1c	JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) and NAVY NATIONAL DEFENSE CADET CORPS (NNDCC) RECORDS	1. Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records. Consists of records concerning the establishment of the Navy and Marine Corps JROTC Program and Navy National Defense Cadet Corps Program in high schools and other secondary schools Records include, but are not limited to, instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as instructor, Instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an instructor, and academic degrees, certification letters, instructor status (probation / evaluation), instructor evaluations, instructor observation reports, school evaluations and probation letters, resignation letters, pay information, and associated correspondence. c. Instructor Application Records. Includes initial application for certification of individuals as JROTC or NNDCC instructors in high schools and other secondary schools and associated correspondence.		Cutoff at end of CY. Destroy 10 year(s) after cutoff.	10	DAA-0428-2012-0003-0003	
5761.1d	JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) and NAVY NATIONAL DEFENSE CADET CORPS (NNDCC) RECORDS	1. Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records. Consists of records concerning the establishment of the Navy and Marine Corps JROTC Program and Navy National Defense Cadet Corps Program in high schools and other secondary schools Records include, but are not limited to, instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as instructor, Instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an instructor, and academic degrees, certification letters, instructor status (probation / evaluation), instructor evaluations, instructor observation reports, school evaluations and probation letters, resignation letters, pay information, and associated correspondence. d. Instructor Records. Information related to certification, instructor status (probation/evaluation), instructor evaluations and observation reports, school evaluations and probation letters, resignation letters, and associated correspondence.		Cutoff at end of CY when the instructor ceases teaching. Destroy 10 year(s) after cutoff.	10	DAA-0428-2012-0003-0004	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5761.1e	JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) and NAVY NATIONAL DEFENSE CADET CORPS (NNDCC) RECORDS	1. Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records. Consists of records concerning the establishment of the Navy and Marine Corps JROTC Program and Navy National Defense Cadet Corps Program in high schools and other secondary schools Records include, but are not limited to, instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as instructor, Instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an instructor, and academic degrees, certification letters, instructor status (probation / evaluation), instructor evaluations, instructor observation reports, school evaluations and probation letters, resignation letters, pay information, and associated correspondence. e. Instructor Decertification and Revocation Records. Information related to the decision to decertify and/or revoke individual's certification.		Cutoff at end of CY after final decision. Destroy 10 year(s) after cutoff.	10	DAA-0428-2012-0003-0005	
5761.1f	JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) and NAVY NATIONAL DEFENSE CADET CORPS (NNDCC) RECORDS	1. Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records. Consists of records concerning the establishment of the Navy and Marine Corps JROTC Program and Navy National Defense Cadet Corps Program in high schools and other secondary schools Records include, but are not limited to, instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as instructor, Instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an instructor, and academic degrees, certification letters, instructor status (probation / evaluation), instructor evaluations, instructor observation reports, school evaluations and probation letters, resignation letters, pay information, and associated correspondence. f. Instructor Pay Reimbursement Records. Includes information used to compute Navy's or Manne Corps' reimbursement portion of the JROTC Program instructor salary paid to the host school district.		Cutoff at end of CY after last payment. Destroy 10 year(s) after cutoff.	10	DAA-0428-2012-0003-0006	

5000-65	Employment records:	Income tax withholding records. Please also see chapters 1, 7, and 12.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
5380.1b(2)	SERVICES RECORDS	1. Records of Morale, Welfare, and Recreation Clubs, Associations, and Facilities and Other Personnel Service Activities Financed From Non-Appropriated Funds. b. Income Tax Withholding Records. (2) Statements for personnel and reports of federal taxes withheld.		Destroy when 10 years old.	10	N1-NU-89-4 / 5380/1/B/2	
5527.3a(2)	INVESTIGATIONS RECORDS	3. NCIS Investigations of Special Activities a. Agent Applications for Positions with NCIS. Information concerning DOD-affiliated and non-DOD-affiliated applicants. (Privacy Act: N05520-4) (2) Applicants who are accepted.		Cut off at case closure. Retire to NCIS Records Management Division. Destroy 10 years after release, separation, transfer, retirement or resignation.	10	N1-NU-98-2 / 5527/3/A/2	
5840.1a	TAXES, CUSTOMS, AND DUTIES RECORDS	1. Taxes, State and Local. a. Files Accumulated at the Departmental Level by OGC as Applied to Navy and Navy Contractors.		Retire to the FRC when no longer required for reference. Destroy 10 years after transfer.	10	N1-NU-89-4 / 5840/1/A	
5840.1b	TAXES, CUSTOMS, AND DUTIES RECORDS	1. Taxes, State and Local. b. Files Accumulated by Branch Offices of the OGC.		Retire to the FRC when no longer required for reference. Destroy 10 years after transfer.	10	N1-NU-89-4 / 5840/1/B	
5320.1a	ORGANIZATIONAL MANNING AND BILLETS RECORDS	1. Complement and Allowance Records for Military Personnel, including Marine Corps Tables of Organizations (T/Os). a. Bureau of Naval Personnel Master Case Files.		Destroy when 5 years old or superseded, whichever is earlier.	7	N1-NU-89-4 / 5320/1/A	moved to be with like records
5320.1b	ORGANIZATIONAL MANNING AND BILLETS RECORDS	1. Complement and Allowance Records for Military Personnel, including Marine Corps Tables of Organizations (T/Os). b. Marine Corps Record Copies of T/Os.		Forward to MCCDC (TFS) when 4 years old.	No retention specified	N1-NU-89-4	coverd by other SSIC

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5380.1b(1)	SERVICES RECORDS	1. Records of Morale, Welfare, and Recreation Clubs, Associations, and Facilities and Other Personnel Service Activities Financed From Non-Appropriated Funds. b. Income Tax Withholding Records. (1) Exemption certificates.		Destroy 4 years after supersession or 4 years after the close of the calendar year in which individual leaves activity's employment, whichever is earlier.	7	N1-NU-89-4 / 5380/1/B/1	moved to be with like records
5000-66	**Program Management:**	Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission maintained by activities, departments, divisions, and other organizational units.	Trigger(s)	**TEMPORARY: Cut off at end of calendar year, cancellation or supersession. Destroy 5 years after cut off.**	x		**[$] Common across chapters. Need a common description for each.**
5040.2	NAVAL COMMAND INSPECTION PROGRAM RECORDS	2. Activities General Correspondence Files Relating to Administrative and Management, On-Site Surveys, and to Administrative, Military, and other Surveys and Inspections. (Exclude primary program records covered in SSIC 5040.1.)		Destroy when 6 years old.	7	N1-NU-89-4 / 5040/2	
5070.4	LIBRARIES AND LIBRARY SERVICES RECORDS	4. Inter-Library Loan Logs or Other Similar Records.		Destroy when 4 years old.	7	N1-NU-89-4 / 5070/4	
5130.1	NAVY COMPONENT OF THE DEFENSE COURIER SERVICE RECORDS	1. General Records of the Navy Components of the Defense Courier Service. Records consist of correspondence, messages, reports, and publications in subject and serial files that record or reflect the mission, functions, plans policies, doctrines, billets, personnel management, and administration of the operations of the unit.		Retire to nearest FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-4 / 5130/1	
5140.1	BAND RECORDS	1. Band Primary Program Records. Primary program records and general correspondence files that reflect the establishment of policies, plans, procedures, and significant accomplishments of Navy and Marine Corps Bands. Records consist of correspondence, administrative histories, reports, commendations received for special concerts and events, press clippings, printed programs, photographs, promotional materials, and records relating to conducting conferences and clinics.		Destroy when no longer required for reference and at least 5 years old.	7	N1-NU-89-4 / 5140/1	
5140.2a	BAND RECORDS	2. Operations and Administration Files. Records relating to routine administration and daily activities. Includes administrative support for program activities. Exclude Primary Program Records filed under SSIC 5140.1 a. Records maintained by the United States Navy Band, Washington, DC and the United States Marine Band.		Retire to WNRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-4 / 5140/2/A	
5140.2b	BAND RECORDS	2. Operations and Administration Files. Records relating to routine administration and daily activities. Includes administrative support for program activities. Exclude Primary Program Records filed under SSIC 5140.1 b. Records maintained by other Navy and Marine Corps Bands.		Retire to nearest FRC when 2 years old. Destroy when 5 years old	7	N1-NU-89-4 / 5140/2/B	
5142.1	MUSICAL INSTRUMENTS, EQUIPMENT AND SUPPLIES	1. Equipment and Supply. Documents relating to band instruments, hardware and supplies, instrument repair and supplies, budget and fiscal plans and requirements, inventory, and supplies. Includes purchase of non-expendables (library sheet music, publications) and expendables (reeds, repair supplies, manuscript paper). Also includes documents relating to inspections conducted to determine serviceability of equipment.		Destroy when 7 years old, or, in the case of instruments, 2 years after disposal of instrument.	7	N1-NU-89-4 / 5142/1	
5211.2g	FILINGS, MAINTENANCE, RETRIEVAL, AND PRIVACY ACT SYSTEMS RECORDS	2. Privacy Act Records. g. General Privacy Program Work Records. Contains records such as Privacy Impact Assessments (PIA), System of Records Notices (SORN), forms, instructions, and other similar work products requiring a Privacy Act review Files include original request, copies of replies thereto, copies of final work products, and all related supporting documents.		Cutoff at end of CY. Destroy when 4 years old or when superseded, whichever is sooner.	7	DAA-0428-2011-0001-0001	
5213.1	FORMS MANAGEMENT (INCLUDE FORMATS) RECORDS (EXCEPT MARINE CORPS)	1. Forms Management Case Files. Activity case files of forms it requires, including copy of form, requiring directives, background material, justifications, usage data, and other supporting papers.		Place in inactive file when form is cancelled. Destroy inactive file when 5 years old.	7	N1-NU-89-4 / 5213/1	
5215.1b	ISSUANCE SYSTEMS (INCLUDE DIRECTIVES) RECORDS	1. Directives Files. b. All Echelon 2 Activities Official Case Files (See Above). Note System Commands retire directives as primary program records under appropriate chapters of this instruction.		Destroy 5 years after directive is cancelled, superseded or no longer needed for reference.	7	N1-NU-89-4 / 5215/1/B	
5220.2	WORKLOAD/PERFORMANCE MEASURE RECORDS	2. Performance and Work Measurement Recapitulations and Summary Reports, Graphs, and Criteria.		Destroy when 5 years old.	7	N1-NU-89-4 / 5220/2	
5233.2	INSTALLATION MANAGEMENT RECORDS	2. Activity or Office Procedures and Reports. Files concerning performance monitoring, installation organization, personnel management, and all other aspects of installation management not specifically identified under another SSIC.		Retire to the nearest FRC when 3 years old. Destroy when 5 years old.	7	N1-NU-89-4 / 5233/2	
5240.1a	INDUSTRIAL METHODS RECORDS	1. Industrial Correspondence Files, Instructions Technical Reports, Status, Savings, Economic Reports, and Studies. Also, procedures and guidelines for manufacturing equipment, machinery, etc. a. Reports.		Destroy when 5 years old.	7	N1-NU-89-4 / 5240/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5240.1b	INDUSTRIAL METHODS RECORDS	1. Industrial Correspondence Files, Instructions Technical Reports, Status, Savings, Economic Reports, and Studies. Also, procedures and guidelines for manufacturing equipment, machinery, etc. b. General Correspondence Files.		Destroy when 5 years old.	7	N1-NU-89-4 / 5240/1/B	
5250.1	GENERAL MANAGEMENT SCIENCES RECORDS	1. General Records. Reports, studies, tasking orders, and similar records generated by analysis of an organization and its management and/or command systems. Reports are usually informal and unpublished. Records may be generated at all activities. Exclude Operations Analysis/Operations Research Records filed under SSIC 5280.		Destroy when 5 years old.	7	N1-NU-89-4 / 5250/1	
5402.1a	DELEGATION/SUCCESSION OF AUTHORITY RECORDS	1. Instructions, Orders, and Correspondence. Files that establish concepts and principles for and document delegation of authority and succession of command chains established within the DON. a. Those documents, which delegate command responsibilities to subordinate staffs or naval commanders for action and control.		Destroy when 4 years old.	7	N1-NU-89-4 / 5402/1/A	
5510.5d	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records d. Review, coordination, and recommendation to OSD for Exceptions to National Disclosure Policy (ENDP). These files include DON recommendations to the National Disclosure Policy Committee (NDPC) for Navy-related material, documents, etc.		Hold hard copy locally for 4 years after DON recommendation; then destroy.	7	N1-NU-02-5 / 8	
5510.5f	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records f. Funding. Manage funds to DON activities such as R&D centers, Navy labs, etc. to support reporting of Navy equities to WASSENAAR Agreement; technical support for the Militarily Critical Technologies List (MCTL); or other technical expertise.		Cut-off and create new file each fiscal year. Hold locally and destroy 6 years, 3 months after cut-off.	7	N1-NU-02-5 / 14	
5527.3a(1)(a)	INVESTIGATIONS RECORDS	3. NCIS Investigations of Special Activities a. Agent Applications for Positions with NCIS. Information concerning DOD-affiliated and non-DOD-affiliated applicants. (Privacy Act: N05520-4) (1) Applicants not hired by NCIS. (a) DOD-affiliated.		Cut off at case closure. Retire to NCIS Records Management Division. Destroy when 5 years old.	7	N1-NU-98-2 / 55217/3/A/1/A	
5527.3c	INVESTIGATIONS RECORDS	3. NCIS Investigations of Special Activities c. Limited Inquiries. Limited inquiries used to determine suitability of military and non-special Agent civilian personnel for duty with NCIS. (Privacy Act: N05520-4)		Cut off at inquiry closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Destroy 5 years after inquiry closure.	7	N1-NU-98-2 / 5529/3/A	
5529.3a	CLEARANCE ADJUDICATIONS RECORDS	3. Limited Access Authorizations Program Files. Information concerning the processing of non-U.S. citizens for access to U.S. classified defense information. Includes requests and approvals/disapprovals for access, rescissions, polygraph information examination reports and other related correspondence. These records may be retained in either hardcopy or electronic/imaged format. a. Approving office.		Destroy/delete 5 years after date of last action.	7	N1-NU-06-5 / 1	
5530.3a	PHYSICAL SECURITY RECORDS	3. Records Relating to Admissions to Security Areas. a. Records Relating to Admissions to Special (Maximum Security) Areas for Arms, Ammunition and Explosives Areas.		Destroy 5 years after entry or 5 years after date of document, whichever is later.	7	N1-NU-89-4 / 5530/3/A	
5560.2a	TRAFFIC CONTROL AND PARKING RECORDS	2. Records Relating To Applications for Issuance of Temporary Vehicular Passes. a. Special Security Areas.		Destroy 5 years after final entry.	7	N1-NU-89-4 / 5560/2/A	
5580.4d(1)(b)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. d. Non-Investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (1) Initiative operations. Reports concerning information generated from formalized program targeting persons or organization whose criminal activities significantly affect the naval establishment, or of those activities designed to gain information of a criminal intelligence nature for law enforcement purposes. (Privacy Act: N05520-4) (b) Group 2:		Transfer to NCIS Records Management Division. If space is not available, transfer to WNRC. Destroy 5 years after closure.	7	N1-NU-98-2 / 5580/4/D/1/B	
5580.4d(2)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. d. Non-Investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (2) Protective Operations. Protective details of distinguished persons. Reports and related material pertaining to protection of distinguished persons where threats or attempted threats do not materialize. (Where a threat or attempted threat materializes, use SSIC 5580.4a.) (Privacy Act: N05520-4)		Destroy when 5 years old.	7	N1-NU-98-2 / 5580/4/D/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5580.4d(5)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. d. Non-Investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (5) Criminal Intelligence Reports. NCIS and CID intelligence reports impacting on the security or discipline of commands or of interest to other law enforcement agencies.		Destroy/delete when 5 years old.	7	N1-NU-07-5 / 1	
5580.4d(5)(a)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. d. Non-Investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (5) Criminal Intelligence Reports. NCIS and CID intelligence reports impacting on the security or discipline of commands or of interest to other law enforcement agencies. (a) Case file.		Destroy 5 years after case closure.	7	N1-NU-09-2 / 4	
5720.1a	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	1. General Correspondence Files. Files include reports of activities and offices pertaining to external relations or information matters, guests cruises, community relations or media relations, public affairs guidance, and reserve programs. (Exclude primary program records covered in SSIC 5700.1.) a. CNO Area Coordinators' Records.		Destroy when 4 years old.	7	N1-NU-89-4 / 5720/1/A	
5723.1a	GUEST CRUISE PROGRAM RECORDS	1. General Correspondence Files. Files include reports of activities and offices pertaining to guest cruises. a. Reports.		Destroy when 4 years old.	7	N1-NU-89-4 / 5723/1/A	
5728.1a	PUBLIC AFFAIRS GUIDANCE RECORDS	1. General Correspondence. Files include reports of activities and offices pertaining to public affairs guidance. a. Reports.		Destroy when 4 years old.	7	N1-NU-89-4 / 5728/1/A	
5770.1	GENERAL AFRTS RECORDS	1. General Correspondence Files. Files other than those specified below, including letters, memoranda, and messages, pertaining to the routine operations of Navy AFRTS Outlets or outlets where Navy is Executive Agent.		Destroy when 4 years old.	7	N1-NU-89-4 / 5770/1	
5771.2	ADMINISTRATION AND POLICY RECORDS	2. General Correspondence Files. Files of divisions, branches, or other organizational units not essentially duplicated or summarized in records covered in SSIC 5771.1a.		Retire to WNRC when 2 years old or files become inactive. Destroy when 7 years old.	7	N1-NU-89-4 / 5771/2	
5773.	AFLOAT AFRT OPERATIONS RECORDS	AFLOAT AFRT OPERATIONS RECORDS		Retire to nearest FRC when 2 years old. Destroy when 7 years old.	7	N1-NU-89-4 / 5773	
5774.1	SHORE-BASED AFRT OPERATIONS RECORDS	1. Shore Activities/CONUS Supporting AFRT Operations.		Retire to nearest FRC when 2 years old. Destroy when 7 years old.	7	N1-NU-89-4 / 5774/1	
5775.1	ENGINEERING AND EQUIPMENT RECORDS	1. Engineering and Equipment Matters Pertaining to AFRT Operations.		Retire to nearest FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-4 / 5775/1	
5776.1	LOGISTICS AND SUPPLY PROCEDURES RECORDS	1. Logistics Matters and Supply Procedures Pertaining to AFRT Operations.		Retire to nearest FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-4 / 5776/1	
5777.1	BUDGETS RECORDS	1. Budgets/Appropriated and Non-Appropriated Funds Pertaining to AFRT Operations.		Retire to nearest FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-4 / 5777/1	
5778.1	MANPOWER RECORDS	1. Manpower (Military and Civilian) Matters Pertaining to AFRT Operations.		Destroy when 5 years old.	7	N1-NU-89-4 / 5778/1	
5779.1	REPORTS RECORDS	1. Reports Pertaining to AFRT Operations.		Retire to nearest FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-4 / 5779/1	
5810.1	MILITARY JUSTICE RECORDS	1. General Correspondence Files. Files include reports (excluding records of trial and decisions rendered in Article 15, UCMJ (non-judicial punishment) appeals) relating to the internal administration of military justice accumulated by Commander, Naval Legal Service Offices and other shore and fleet activities.		Retire to nearest FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-4 / 5810/1	
5940.1	WORD PROCESSING SYSTEMS RECORDS	1. Word Processing (WP) Systems Records. Files documenting completed studies, individual justifications and requests, and authorizations for WP systems or equipment.		Destroy 5 years after completion of documentation.	7	N1-NU-89-4 / 5940/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-67	**NCIS Criminal Investigation - Topical Files:**	Files contain investigations of the type mentioned in SSIC 5580.4a when a logical suspect is not developed except death and criminal sex cases, which will be filed under SSIC 5580.4a(1)(b). If logical suspect is developed within 5 years of the close date for any of these investigations, the investigative reports are pulled from the topical file and retained with the pertinent name dossier. After 5 years, the remaining topical file material is of no substantive value for investigative, historical, or other research; and or in other-agency originated documents.	Trigger(s)	**TEMPORARY: Cutoff at case closure. Destroy 5 years after cutoff.**	x		
5580.4b(1)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. b. Topical files (Titled under Name of Ship, Installation, or Subject Code). Files contain investigations of the type mentioned in SSIC 5580.4a when a logical suspect is not developed except death and criminal sex cases, which will be filed under SSIC 5580.4a(1)(b). If logical suspect is developed within 5 years of the close date for any of these investigations, the investigative reports are pulled from the topical file and retained with the pertinent name dossier. After 5 years, the remaining topical file material is of no substantive value for investigative, historical, or other research; and or in other-agency originated documents. (Privacy Act: N05520-4) (1) Case files:		Cut off at case closure. Retire to NCIS Records Management Division. Destroy 5 years after case closure.	No retention specified	N1-NU-98-2	
5000-68	**Interagency Agreements:**	Information relating to understandings and agreements between elements of the Department of the Navy (DON), between the DON and other military services or Federal agencies or between the DON and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated to provide and obtain various types of support services. The services include but are not limited to security, law enforcement, logistical, medical, fire protection, facilities, payroll, and similar support. They can be one-time or continuing. Included are agreements, agreement checklist, Memorandums of Understanding (MOUs) Memorandum of Agreement (MOAs), reviews, comments, related correspondence and similar information.	Trigger(s)	**TEMPORARY:** Cutoff at supersession, cancelation, or termination of the agreement. Destroy 7 years after cutoff	x		
5000.12a(1)	GENERAL ADMINISTRATION AND MANAGEMENT	12. Administrative Agreements Records. Records relating to understandings and agreements between elements of the Department of the Navy (DON), between the DON and other military services or Federal agencies or between the DON and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated to provide and obtain various types of support services. The services include but are not limited to security, law enforcement, logistical, medical, fire protection, facilities, payroll, and similar support. They can be one-time or continuing. Included are agreements, agreement checklist, Memorandums of Understanding (MOUs) Memorandum of Agreement (MOAs), reviews, comments, related correspondence and similar information. (Agreements involving fiscal reimbursable issues are filed under SSIC 7020.1) a. Office Requesting Support and Offices Providing Support. (1) Understandings and agreements involving transfer of personnel billets and material.		Retain onboard. Destroy 6 years after supersession, cancellation, or termination of the understanding or agreement.	7	N1-NU-01-4 / 7	
5000-69	**USMC Inspection Reports:**	Inspection Reports of Marine Corps Activities Conducted by the Inspector General of the Marine Corps. Included with each report are comments from interested HQMC staff agencies and replies from unit commanders of corrective action taken. These records are maintained by the Inspector General of the Marine Corps, unit commanders, and interested HQMC staff agencies.	Trigger(s)	**TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.**	x		
5040.9a	NAVAL COMMAND INSPECTION PROGRAM RECORDS	9. Inspection Reports of Marine Corps Activities Conducted by the Inspector General of the Marine Corps. Included with each report are comments from interested HQMC staff agencies and replies from unit commanders of corrective action taken. These records are maintained by the Inspector General of the Marine Corps, unit commanders, and interested HQMC staff agencies. a. Marine Corps Staff Agencies.		Destroy when 6 years old.	7	N1-NU-89-4 / 5040/9/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5040.9b	NAVAL COMMAND INSPECTION PROGRAM RECORDS	9. Inspection Reports of Marine Corps Activities Conducted by the Inspector General of the Marine Corps. Included with each report are comments from interested HQMC staff agencies and replies from unit commanders of corrective action taken. These records are maintained by the Inspector General of the Marine Corps, unit commanders, and interested HQMC staff agencies. b. Biennial Reports.		Retain on board. Destroy when 6 years old	7	N1-NU-89-4 / 5040/9/B	
5040.9c	NAVAL COMMAND INSPECTION PROGRAM RECORDS	9. Inspection Reports of Marine Corps Activities Conducted by the Inspector General of the Marine Corps. Included with each report are comments from interested HQMC staff agencies and replies from unit commanders of corrective action taken. These records are maintained by the Inspector General of the Marine Corps, unit commanders, and interested HQMC staff agencies. c. Annual Reports.		Destroy when 6 years old.	7	N1-NU-89-4 / 5040/9/C	
5000-70	**Foreign Disclosure Authorization (DA) for Visits:**	Visit DAs are the result of the review, analysis, coordination and approval/disapproval for the disclosure of classified or controlled unclassified information to foreign governments, entities, nationals or their representatives during regular (one-time or recurring) and extended visits to DON military or contractor facilities. DAs are issued in support of programs such as Security Assistance Program (Foreign Military Sales or Direct Commercial Sales); NATO Rationalization; and Standardization and Interoperability (RSI). The Technology Cooperation Program (TTCP), Defense Personnel Exchange Program (DPEP); Foreign Liaison Officer (FLO) Programs; and International Cooperative Programs	Trigger(s)	**TEMPORARY: Cutoff at case closure. Destroy 7 years after cutoff**	x		
5510.5b(1)	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records b. Foreign Disclosure Authorization (DA) for visits. Visit DAs are the result of the review, analysis, coordination and approval/disapproval for the disclosure of classified or controlled unclassified information to foreign governments, entities, nationals or their representatives during regular (one-time or recurring) and extended visits to DON military or contractor facilities. DAs are issued in support of programs such as Security Assistance Program (Foreign Military Sales or Direct Commercial Sales); NATO Rationalization, Standardization and Interoperability (RSI). The Technology Cooperation Program (TTCP), Coalition Building, Military Personnel Exchange Programs (MPEP/PEP/MCFPEP); Foreign Liaison Officer (FLO) Program; Engineer and Scientist Exchange Program (ESEP); and International Cooperative Program (CP). (1) Navy IPO File.		Hold locally until DA is entered into SPAN/FVS (a database maintained by Office of the Secretary of Defense (OSD)). Retain on board for 5 years after DA is issued, or case becomes inactive, whichever is later; then destroy.	7	N1-NU-02-5 / 5510/5/B/1	
5000-71	**Classified Material Control:**	Information relating to the receipt, transfer, issuance, or destruction of classified documents.	Trigger(s)	**TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.**	x		
5511.1a	CLASSIFIED MATERIAL CONTROL RECORDS	1. Classified Document Receipt Records. Records of receipt, transfer, or issuance of classified documents. Privacy Act: N/A a. Top Secret.		Retain onboard. Destroy after 5 years.	7	N1-NU-01-3 / 10	
5511.2	CLASSIFIED MATERIAL CONTROL RECORDS	2. Records Relating to Disclosure Receipt of Top Secret Information. Rescinded.		Destroy 5 years after documents show on the form are downgraded, transferred, or destroyed.	7	N1-NU-89-4 / 5511/2	
5511.3a(1)	CLASSIFIED MATERIAL CONTROL RECORDS	3. Classified Documents Destruction Records. Records relating to the destruction of classified documents, such as destruction certifications. This includes foreign government information. (Privacy Act: N/A) a. Records Involving US Classified Information. (1) Top Secret.		Retain onboard. Destroy after 5 years.	7	N1-NU-01-3 / 11	
5511.3b(1)	CLASSIFIED MATERIAL CONTROL RECORDS	3. Classified Documents Destruction Records. Records relating to the destruction of classified documents, such as destruction certifications. This includes foreign government information. (Privacy Act: N/A) b. Records Involving Foreign Classified Government Information. (1) Top Secret Foreign Government Information		Destroy after 5 years.	7	N1-NU-01-3 / 12	
5000-72	**Installation or Facility Visitor's Requests:**	Information relating to visits and to applications for and issuance of visitor's passes or vehicle entry permits.	Trigger(s)	**TEMPORARY: Cutoff at end of calendar year after final entry. Destroy 5 years after cutoff.**	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1630.2	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	2. DESK REFERENCE CARD FILES. Files are card indices containing the names of persons who are identified in military police reports as subject, victim, complainant, or witnesses in connection with a complaint. (For fingerprint cards, see SIC 3850, paragraph 11c.)		Retain on board. Destroy 5 years after date of last entry.	7	N1-NU-97-4 / 1	should crosswalk to ch. 5 with other law enforcement records
5512.6a	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	6. Records Relating To Visits and To Applications for and Issuance of Visitors Passes or Vehicle Entry Permits. a. Records Relating to Admission to Maximum Security Areas		Destroy 5 years after final entry or 5 years after date of document, whichever is later.	7	N1-NU-89-4 / 5512/6/A	
5512.7a	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	7. Identification Records of Employees of Private Firms under Navy Contract and of Contractor and Other Employees Working Aboard the Naval Activity. a. Registers or logs used to record names of outside contractors admitted to maximum security area.		Destroy 5 years after final entry or 5 years after date of document, whichever is later.	7	N1-NU-89-4 / 5512/7/A	

5000-73	**NCIS Preliminary Investigation Reports:**	Preliminary investigation reports used to document the receipt of information that at the initial stage indicated an incident occurred involving one or more criminal offenses, however it was subsequently determined that no criminal offense occurred or that the incident and offenses did not fall within NCIS' or CID's jurisdiction and or responsibility to investigate. Records may be retained in either hardcopy or electronic/imaged format.	Trigger(s)	**TEMPORARY: Cutoff at case closure. Destroy 7 years after cutoff**	x		
5580.4g(1)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. g. Preliminary Investigation Reports (PIR) Records. Used to document the receipt of information that at the initial stage indicated an incident occurred involving one or more criminal offenses, however it was subsequently determined that no criminal offense occurred or that the incident and offenses did not fall within NCIS' or CID's jurisdiction and or responsibility to investigate. Records may be retained in either hardcopy or electronic/imaged format. Privacy Act: N05520-4 and NM05580-1 (1) Case files.		Destroy 5 years after case closure.	7	N1-NU-09-2 / 1	

5000-74	**NCIS Evidence and Forensic Laboratory:**	Information created by the NCIS and Base Security/Provost Marshal Offices worldwide and used by criminal investigators and crime laboratories. It consists of information showing the description, receipt, and disposition of physical property held as evidence for potential use in military or civil court proceedings. Included are evidence custody documents (ECD), statements of destruction, logbooks (e.g., OPNAV 5580/24), related information. Includes hardcopy and electronically captured fingerprint records.	Trigger(s)	**TEMPORARY: Cutoff after final disposition of evidence or at end of calendar year. Destroy 7 years after cutoff**	x		
5580.5a	LAW ENFORCEMENT RECORDS	5. Evidence Logbooks and Evidence Custody Files. Information created by the NCIS and Base Security/Provost Marshal Offices worldwide and used by criminal investigators and crime laboratories. It consists of information showing the description, receipt, and disposition of physical property held as evidence for potential use in military or civil court proceedings. Included are evidence custody documents (ECD), statements of destruction, logbooks (e.g., OPNAV 5580/24), related information. (Privacy Act: N/A) a. Evidence logbook:		Retain on board. Destroy 5 years after all items of evidence have been disposed of.	7	N1-NU-98-2 / 5580/5/A	
5580.5b	LAW ENFORCEMENT RECORDS	5. Evidence Logbooks and Evidence Custody Files. Information created by the NCIS and Base Security/Provost Marshal Offices worldwide and used by criminal investigators and crime laboratories. It consists of information showing the description, receipt, and disposition of physical property held as evidence for potential use in military or civil court proceedings. Included are evidence custody documents (ECD), statements of destruction, logbooks (e.g., OPNAV 5580/24), related information. (Privacy Act: N/A) b. Evidence custody information.		Retain on board. Destroy information 5 years after final disposition of evidence.	7	N1-NU-98-2 / 5580/5/B	
5580.11a(2)	LAW ENFORCEMENT RECORDS	11. Naval Criminal Investigative Service (NCIS) Regional Forensic Laboratory Records. a. NCIS forensic laboratory reports. Retained information such as copies of laboratory reports and case notes and data collected during forensic examinations. (Privacy Act: N/A) (2) All others:		Destroy after 5 years.	7	N1-NU-98-2 / 5580/11/A/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5580.11c(1)(b)	LAW ENFORCEMENT RECORDS	11. Naval Criminal Investigative Service (NCIS) Regional Forensic Laboratory Records. c. Fingerprint Card Files. Consists of original fingerprint cards submitted with evidence or taken by DON designated law enforcement officials and submitted to NCIS Headquarters for quality review in support of criminal investigations and other related correspondence. (Privacy Act: N05520-4) (1) Hardcopy fingerprint card sets. (b) Fingerprint card set 2.		Retain on board. Destroy when 5 years old.	7	N1-NU-07-8 / 3	
5580.11c(2)	LAW ENFORCEMENT RECORDS	11. Naval Criminal Investigative Service (NCIS) Regional Forensic Laboratory Records. c. Fingerprint Card Files. Consists of original fingerprint cards submitted with evidence or taken by DON designated law enforcement officials and submitted to NCIS Headquarters for quality review in support of criminal investigations and other related correspondence. (Privacy Act: N05520-4) (2) Electronically captured fingerprints. Fingerprints captured electronically at field locations and passed to the FBI electronically via NCIS Headquarter. Each location will—		Delete when 5 years old.	7	N1-NU-07-8 / 4	

5000-75	Legal Assistance:	Information relating to legal assistance. Includes legal assistance productivity report and appointment of trustees in cases of incompetency.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	x		
5801.4	LEGAL ASSISTANCE RECORDS	4. Legal Assistance Productivity Report. Report consists of statistical information compiled from legal assistance case record forms or local equivalent and other sources. Reports are prepared annually by legal assistance attorneys either manually or through the JAG Management Information System (JAGMIS) in accordance with applicable regulations.		Field Offices: Retain on board. Destroy after submission of annual form report. OJAG: Retain on board for statistical and management purposes. Destroy when 5 years after receipt.	7	N1-NU-89-4 / 5801/4	
5802.1	FIDUCIARY AFFAIRS RECORDS	1. Records of Currently Incompetent Members for Whom a Trustee Has Been Appointed. Record consists of appointment of trustee, competency hearing record, interview of trustee record, annual accounting, statement of pay disbursed, discharge of trustee, final accounting, and miscellaneous correspondence. File accumulated by the OJAG.		Retire to WNRC 2 years after final action. Destroy 4 years after transfer.	7	N1-NU-89-4 / 5802/1	
5801.6	LEGAL ASSISTANCE RECORDS	6. Case Management Tracking Information System (CMTIS). Legal Assistance, Personnel Representation, and Staff Judge Advocate/Command Services Records. Records enable the JAG Corps to meet its organizational strategic goals by providing the mechanism to track and manage cases and workloads across the Enterprise in all areas of legal practice while capturing attorney productivity and ensuring timely disposition of military justice cases. Data is used to assess the timeliness of the court-martial process from date of referral of charges through the date of authentication of the record of trial. This information is critical to ensuring the constitutional mandate to provide every accused a "speedy trial" upon demand. It allows the legal practitioner to identify where in the business process delays may be occurring, thus giving the legal practitioner a more accurate picture of how to resolve the issue. The data from military justice cases as well as legal assistance, command services, and other legal support areas flows from the first request for services all the way through the appeals process.		Destroy 5 year(s) after Report.	7	DAA-0428-2014-0002-0001	

5000-78	Information Release:	Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material. Includes formally released document that is not forwarded to or duplicated in the files of CHINFO, OUSMCC, Navy Department, or other higher authority.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	x		
5720.2b	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	2. Information Releases. Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material. b. Master Files of Other Officially Designated Public Information Offices. One copy of each formally released document that is not forwarded to or duplicated in the files of CHINFO, Navy Department, or other higher authority. Include any related index records. (Exclude publicity material that is important or useful in documenting the history of the organization and that relates to especially significant or historically noteworthy events, which should be handled as provided in SSIC 5720.1 and 3.		Destroy when 4 years old or when no longer needed.	4	N1-NU-89-4 / 5720/2/B	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-79	**Visual Information - Logs:**	Logs of still picture negatives and motion picture film. (Exclude shelf lists, indexes, and other records that can be used as finding aids.)	Trigger(s)	**TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.**	x		
5290.2b	VI MANAGEMENT, GENERAL AND PRIMARY PROGRAM AND RELATED ADJUNCT RECORDS	2. Navy and Marine Corps Visual Information Activity's General Management and Operations Records. The Activities Have a Department of Defense Visual Information Activity Number (DVIAN). b. Logs of still picture negatives and motion picture film. (Exclude shelf lists, indexes, and other records that can be used as finding aids.)		Destroy when 5 years old.	5	N1-NU-89-4 / 5290/2/B	
5000-80	**Safety Investigations and Mishap Analysis:**	Afloat, shore, ground and expeditionary warfare safety investigations, mishap analysis and hazard reports (all severity classifications, including hazard reports). Original reports (including evidence) and endorsements. Reports required by OPNAVINST 5102.1 (series) / MCO P5102.1 (series) are maintained by the Naval Safety Center, Norfolk, VA. Note: Exposure records and entries contained in the Employee Medical File (EMF), such as occupational injuries or illnesses, progress reports, lab results, X-ray reports, and X-rays are to be retained according to appropriate schedule item in chapter 6 of this manual.		**TEMPORARY: Transfer to Naval Safety Center, Norfolk, VA. Naval Safety Center retains indefinitely.**	x		**Justification via Naval Safety Center: Safety investigations and mishap analysis countain privileged information that never ages out. Those, in conjunction with hazard reports, are invaluable research tools that provide insight into identifying trends in mishap causation which can then be used to prevent recurrence of**
5102.1	ACCIDENT INVESTIGATION AND REPORTING RECORDS	1. Reports and Forms. Files which deal with various aspects of personal injury, death, and property damage. These reports and forms are developed through investigative findings into such occurrences and are provided to NAVSAFCEN, as required, where the information is stored on a computer tape for long-term retention, or until no longer needed for research. NOTE: Only paper records are authorized for destruction.		Forward to NAVSAFCEN, as required, where the information is stored on computer tape and retained until no longer needed for research, then destroy. Submit SF 115 to NARA for authorization to destroy. E-files are not authorized for destruction. Do not destroy. Disposition is not authorized.		N1-NU-89-4/5102/1	
5000-81	**Safety and Occupational Health - Local Activity Copies:**	Afloat, shore, ground and expeditionary warfare safety investigations, mishap analysis and hazard reports (all severity classifications, including hazard reports). Copies held by all other organizations Note: Exposure records and entries contained in the Employee Medical File (EMF), such as occupational injuries or illnesses, progress reports, lab results, X-ray reports, and X-rays are to be retained according to appropriate schedule item in chapter 6 of this manual.	Trigger(s)	**TEMPORARY: Cutoff at end of calendar year of date of the final endorsement. Destroy 7 years after cutoff.**	x		
5090.2b	GENERAL ENVIRONMENTAL PROTECTION RECORDS	2. Hazardous Waste Records. b. Test Results or Waste Analyses.		Destroy 3 years after waste is sent to a Treatment Storage Disposal (TSD) facility.	3	N1-NU-89-4 / 5090/2/B	moved up to be with like records
5100.2b	SAFETY AND OCCUPATIONAL HEALTH RECORDS	2. Safety Engineers Reports of Inspection and Related Correspondence and Papers Reflecting Recommendations and Results. b. Privately Owned Facilities Assigned Security Cognizance by DON.		Destroy when 4 years old or security cognizance is terminated, whichever is earlier.	4	N1-NU-89-4 / 5100/2/B	
5100.3a	SAFETY AND OCCUPATIONAL HEALTH RECORDS	3. Reports of Injuries. (Exclude copies filed in the OPF and copies submitted to the Department of Labor.) a. Reports of Injury or Occupational Disease. Files contain detailed information relating to each injury or occupational disease case resulting in loss of time.		Destroy when 5 years old.	5	N1-NU-89-4 / 5100/3/A	
5100.3b(1)	SAFETY AND OCCUPATIONAL HEALTH RECORDS	3. Reports of Injuries. (Exclude copies filed in the OPF and copies submitted to the Department of Labor.) b. Supervisor Reports of Injuries Submitted to the Local Safety Office. (1) When no compensation claim is involved.		Destroy when 5 years old.	5	N1-NU-89-4 / 5100/3/B/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5100.4b	SAFETY AND OCCUPATIONAL HEALTH RECORDS	4. Accident Data and Analysis Reports. b. Statistical Analyses and Summaries of Accidents. Files include analyses of causes classified by nature of accident (such as Accident Cause Analysis Report and Motor Vehicle Accident Summary).		Destroy 6 years after case is closed.	6	N1-NU-89-4 / 5100/4/B	
5102.1a(1)	ACCIDENT INVESTIGATION AND REPORTING RECORDS	1. Reports and Forms. Files which deal with various aspects of personal injury, death, and property damage. These reports and forms are developed through investigative findings into such occurrences and are provided to NAVSAFCEN, as required, where the information is stored on a computer tape for long-term retention, or until no longer needed for research. NOTE: Only paper records are authorized for destruction. a. Personal Injury Files. (1) Activity files.		Destroy when 5 years old.	5	N1-NU-89-4 / 5102/1/A/1	
6200.2c	GENERAL PREVENTIVE MEDICINE RECORDS	2. Occupational Health, Industrial, and Environmental Control Records. (See also SSIC 5100.) c. Work Project (Case) Files. Files consist of copies of directives, standards, guides, and procedures used; extra copies of reports of compliance, status reports, statistical summaries, etc., submitted to higher authority, notes, worksheets, interim calculations, equipment calibrations, and similar non record materials.		Destroy when 5 years old or earlier if individual files and records are superseded or technically obsolete.	5	NC1-NU-81-2 / 6200/2/C	moved to ch. 5 to better align functional area

5000-82	General Operations - Administration and Management:	Information relating to the daily operations of Navy and Marine Corps management and administration. Includes policy waivers; intra-Navy agreements; correspondence transactions; custody receipts; publication inventory reports; routine statistical reports and data summaries; mail and postal logs; classified mail receipts and logs; musician proficiency reports; music composition review; privacy act requests; records holdings inventory; Equal Opportunity Office reports; standards of conduct; fund-raising campaign files; visit requests; employee identification and credentials; military dependent identification and credentials; lost property statements and reports; courier authorization; facility access; publications source material; time reports; media clippings; media queries; minor officials and guest speeches and speakers biographies; and space holdings and storage.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x		
1630.5	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	5. Military Police/Security Force Journals. Information containing a chronological record of police/security force activities developed from reports, complaints, incidents, information received and action taken, record of police radio traffic and similar records. Included are police/security force desk blotters, force radio logs and intrusion detection system logs. (This series may be used by any DON activity with security related duties). Privacy Act: N/A		Retain on board. Destroy after 3 years after final entry.	3	GRS 18.14a	should crosswalk to ch. 5 with other law enforcement records
1630.7	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	7. Field Interview Records. Includes records of field interviews of persons of interest, but not apprehended, that are conducted during routine patrols and operations by Navy Base Security and USMC Military Police personnel engaged in enforcing military discipline, law and order. (Privacy Act: NM05580-1)		Cutoff at end of end of calendar year. Destroy 3 years old after cutoff.	3	N1-NU-08-5 / 1	should crosswalk to ch. 5 with other law enforcement records
1630.8	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	8. Registrations and Permits Records. Includes information on the registration (or suspension or revocation) of restricted property, pets, privately owned weapons, boats, issuance of hunting, fishing and trapping permits and similar records. Use SSIC 5512, paragraph 15 for Motor Vehicle Operators' Permits. (Privacy Act: NM05580-1, NM05512-1, and N08370-1)		Destroy when 3 years old or when Registration or permits expires or is canceled or is revoked, whichever is sooner.	3	N1-NU-08-5 / 2	should crosswalk to ch. 5 with other law enforcement records
1630.9	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	9. Traffic and minor violation citation records. Includes DD Form 1408, Traffic Ticket, Armed Forces and Central Violation Bureau forms that are issued to military and civilian personnel and their dependents by Navy Base Security and Military Police officers for traffic and minor violations or, for dependent and civilian personnel are assigned to Federal magistrate for crimes committed on a military reservation. (Privacy Act: NM05580-1)		Cutoff at end of end of calendar year. Destroy 3 years old after cutoff.	3	N1-NU-08-5 / 3	should crosswalk to ch. 5 with other law enforcement records
1630.10b	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	10. Vehicle Registration and Driver Records. Information gathered on POV registration and driver records files. Included are driver records consisting of: Information on chargeable motor vehicle accidents, moving violations, suspension personnel and their dependents and other personnel privileged to operate motor vehicles on Navy and marine Corps installations. (Privacy Act: NM05580-1) b. Driving records of civilian personnel terminating employment and military personnel (and other dependents) being discharged, released from active duty or being transferred to a new installation and having no valid points or other entries on driving records.		Cutoff at end of end of calendar year. Destroy 2 years after cutoff.	2	N1-NU-08-5 / 4	should crosswalk to ch. 5 with other law enforcement records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000.2	GENERAL ADMINISTRATION AND MANAGEMENT	2. Activities Administrative Operations Files. Correspondence, reports, and other records relating to the internal administrative management and operation of the individual activity or office. Include records covering internal housekeeping operations (such as all office services, personnel utilization, space and maintenance, administrative announcements and administrative reports used for operating purposes). These files relate to temporary needs. Material relating to assigned functional or program responsibilities are covered elsewhere in this manual.		Destroy when 2 years old	2	N1-NU-89-4 / 5000/2	
5000.10b	GENERAL ADMINISTRATION AND MANAGEMENT	10. Waivers and Exception Records. Records relating to waivers and exceptions to policy between an activity and the office establishing the policy requirement. Included are requests, endorsements, approvals, disapprovals and related documents. b. Disapprovals		Destroy after 1 year.	1	N1-NU-01-4 / 4	
5000.12a(2)	GENERAL ADMINISTRATION AND MANAGEMENT	12. Administrative Agreements Records. Records relating to understandings and agreements between elements of the Department of the Navy (DON), between the DON and other military services or Federal agencies or between the DON and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated to provide and obtain various types of support services. The services include but are not limited to security, law enforcement, logistical, medical, fire protection, facilities, payroll, and similar support. They can be one-time or continuing. Included are agreements, agreement checklist, Memorandums of Understanding (MOUs) Memorandum of Agreement (MOAs), reviews, comments, related correspondence and similar information. (Agreements involving fiscal reimbursable issues are filed under SSIC 7020.1) a. Office Requesting Support and Offices Providing Support. (2) Understandings or agreements not involving transfer of personnel billets and material.		Destroy 3 years after supersession, cancellation, or termination of the agreement.	3	N1-NU-01-4 / 8	
5000.12b	GENERAL ADMINISTRATION AND MANAGEMENT	12. Administrative Agreements Records. Records relating to understandings and agreements between elements of the Department of the Navy (DON), between the DON and other military services or Federal agencies or between the DON and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated to provide and obtain various types of support services. The services include but are not limited to security, law enforcement, logistical, medical, fire protection, facilities, payroll, and similar support. They can be one-time or continuing. Included are agreements, agreement checklist, Memorandums of Understanding (MOUs) Memorandum of Agreement (MOAs), reviews, comments, related correspondence and similar information. (Agreements involving fiscal reimbursable issues are filed under SSIC 7020.1) b. Reviewing Office.		Destroy 1 year after supersession, cancellation, or termination of the understanding or agreement. Earlier destruction is authorized.	1	N1-NU-01-4 / 9	
5040.3d	NAVAL COMMAND INSPECTION PROGRAM RECORDS	3. Survey and Inspection Reports Files. d. Military Sealift Command (MSC) Inspection Report Files. Shipboard inspection reports, material inspection reports, and reports of area command survey teams.		Destroy when 2 years old or superseded, whichever is later.	2	N1-NU-89-4 / 5040/2/D	
5041.2c	INSPECTOR GENERAL INVESTIGATIONS/ INSPECTIONS	2. Tasked Investigations. Investigations conducted by other DON activities at NAVINGEN direction. Investigating activities forward record copy to NAVINSGEN during course of investigation. Record copy includes the final interim reports, endorsements and other correspondence. c. Field Copies. Duplicates of material sent to NAVINSGEN and other working papers maintained by the tasked activities including interview transcripts, sworn statements, results of interviews, background information, case summaries, recommendations, copies of related e-mail, and action memorandums.		Maintain at local activity for 2 years after closing, then destroy. Cases in litigation shall be maintained locally until the litigation is completed.	2	N1-NU-02-01 / 7	
5041.4b	INSPECTOR GENERAL INVESTIGATIONS/ INSPECTIONS	4. Bookfiled Cases. Cases opened for recordkeeping purposes only. No investigation conducted. Case files contain complaints, correspondence, analysis, briefing points, memoranda and e-mail. b. Record copy of cases containing allegations, which, if investigated, would fall under paragraph 2 above.		Destroy after 2 years.	2	N1-NU-02-01 / 9	
5060.1	HONORS AND CEREMONIES RECORDS	1. General Correspondence Concerning Honors and Ceremonies.		Destroy when 2 years old.	2	N1-NU-89-4 / 5060/1	
5061.1a	PUBLIC SERVICE AWARDS RECORDS	1. General Awards Records. a. Case Files. Files including recommendations, approved nominations, memoranda, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.		Destroy 2 years after approval or disapproval.	2	N1-NU-89-4 / 5061/1/A	
5061.1b	PUBLIC SERVICE AWARDS RECORDS	1. General Awards Records. b. Correspondence or Memoranda. Records pertaining to awards from other government agencies or private organizations.		Destroy when 2 years old.	2	N1-NU-89-4 / 5061/1/B	
5061.2	PUBLIC SERVICE AWARDS RECORDS	2. Length of Service and Sick Leave Awards File. Records including correspondence, memoranda, reports, computations of service and sick leave, and list of awardees.		Destroy when 1 year old.	1	N1-NU-89-4 / 5061/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5070.5a	LIBRARIES AND LIBRARY SERVICES RECORDS	5. Technical Publications Library (TPL) Records. Files consist of publications designated as Code 4 publications in the Navy (forms and publications) supply system and other similar non-Communications Material System (CMS)-distributed publications and accumulated by commands and by other naval activities and offices a. Transaction Files. Copies of all correspondence pertaining to the handling of the TPL publications, including local memoranda, allowance lists, and change entry certification forms.		Destroy when 2 years old	2	N1-NU-89-4 / 5070/5/A	
5070.5b	LIBRARIES AND LIBRARY SERVICES RECORDS	5. Technical Publications Library (TPL) Records. Files consist of publications designated as Code 4 publications in the Navy (forms and publications) supply system and other similar non-Communications Material System (CMS)-distributed publications and accumulated by commands and by other naval activities and offices b. Custody Record Files. Files of TPL catalog cards for each basic publication under control in the TPL.		Destroy 2 years after publication is transferred, lost or destroyed.	2	N1-NU-89-4 / 5070/5/B	
5070.5d	LIBRARIES AND LIBRARY SERVICES RECORDS	5. Technical Publications Library (TPL) Records. Files consist of publications designated as Code 4 publications in the Navy (forms and publications) supply system and other similar non-Communications Material System (CMS)-distributed publications and accumulated by commands and by other naval activities and offices d. Inventory Reports of TPL Material on board.		Destroy when 2 years old.	2	N1-NU-89-4 / 5070/5/D	
5090.2a	GENERAL ENVIRONMENTAL PROTECTION RECORDS	2. Hazardous Waste Records. a. Manifests and Copies of Reports Submitted to Environmental Protection Agency (EPA).		Destroy when 3 years old.	3	N1-NU-89-4 / 5090/2/A	
5090.2c	GENERAL ENVIRONMENTAL PROTECTION RECORDS	2. Hazardous Waste Records. c. Transporter Records. Copies of manifests signed by the generator, transporter and TSD facility owner/operator.		Destroy 3 years from date of acceptance by original transporter.	3	N1-NU-89-4 / 5090/2/C	
5090.2d	GENERAL ENVIRONMENTAL PROTECTION RECORDS	2. Hazardous Waste Records. d. Inspection and Maintenance Records of PCB Transformers or Electromagnets.		Destroy 3 years after disposal of transformer/electromagnet.	3	N1-NU-89-4 / 5090/2/D	
5090.2e	GENERAL ENVIRONMENTAL PROTECTION RECORDS	2. Hazardous Waste Records. e. PCB Inventory, Validation and Accountability Records.		Destroy when 3 years old.	3	N1-NU-89-4 / 5090/2/E	
5100.2a	SAFETY AND OCCUPATIONAL HEALTH RECORDS	2. Safety Engineers Reports of Inspection and Related Correspondence and Papers Reflecting Recommendations and Results. a. Naval Activities.		Destroy when 3 years old or upon discontinuance of facility, whichever is earlier.	3	N1-NU-89-4 / 5100/2/A	
5100.4a	SAFETY AND OCCUPATIONAL HEALTH RECORDS	4. Accident Data and Analysis Reports. a. Monthly Injury Data Reports. Files showing monthly accident statistics, classified by types of injuries and classes of employees involved.		Destroy when 2 years old.	2	N1-NU-89-4 / 5100/4/A	
5100.5	SAFETY AND OCCUPATIONAL HEALTH RECORDS	5. Injury Compensation Forms and Correspondence.		Destroy when 2 year old.	2	N1-NU-89-4 / 5100/5	
5100.6	SAFETY AND OCCUPATIONAL HEALTH RECORDS	6. Dispensary Permits Prepared by Supervisors for Each Accident and Used as Official Notification to Dispensaries to Give Treatment.		Destroy when 1 year old.	1	N1-NU-89-4 / 5100/6	
5100.8	SAFETY AND OCCUPATIONAL HEALTH RECORDS	8. Statistical Reports Relating to Naval Motor Vehicle Accidents, including Motor Vehicle Summaries.		Destroy when 3 years old.	3	N1-NU-89-4 / 5100/8	
5102.1b(1)	ACCIDENT INVESTIGATION AND REPORTING RECORDS	1. Reports and Forms. Files which deal with various aspects of personal injury, death, and property damage. These reports and forms are developed through investigative findings into such occurrences and are provided to NAVSAFCEN, as required, where the information is stored on a computer tape for long-term retention, or until no longer needed for research. NOTE: Only paper records are authorized for destruction. b. Motor Vehicle Accidents. (1) Activity files.		Destroy when 2 years old.	2	N1-NU-89-4 / 5102/1/B/1	
5110.1b	MAIL AND POSTAL AFFAIRS RECORDS	1. General Correspondence Files, Reports, and Other Related Documents Pertaining to the Operation and Administration of Mail and Postal Affairs. Include records of all naval offices or units responsible for mail and postal services. b. Other Mail and Postal Affairs Offices.		Destroy when 2 years old.	2	N1-NU-89-4 / 5110/1/B	
5110.4	MAIL AND POSTAL AFFAIRS RECORDS	4. Mail and Correspondence (including Messages) Logs or Other Records of Incoming and Outgoing Mail (Other Than Registered and Classified Mail). Records used to facilitate the finding of material in correspondence files.		Destroy when 1 year old.	3	N1-NU-89-4 / 5110/4	
5110.5	MAIL AND POSTAL AFFAIRS RECORDS	5. Classified and Registered Mail Logs, Indexes and Other Records of Incoming and Outgoing Registered and Classified Mail (Correspondence, Messages, Packages, Etc.), including Microfilm, Photostats, or Extra Copies of Correspondence. Records used to facilitate the findings of material in correspondence files should be handled in the same manner as the correspondence files.		Destroy when 1 year old.	1	N1-NU-89-4 / 5110/5	
5110.6	MAIL AND POSTAL AFFAIRS RECORDS	6. Receipts for Classified Mail. Files include messages, etc., (other than receipts for outstanding material where reports of destruction or other accounting are required and other than receipts for registered publications).		Destroy when 2 years old.	2	N1-NU-89-4 / 5110/6	
5110.7	MAIL AND POSTAL AFFAIRS RECORDS	7. Certificates or Letter Reports of Destruction of Non-registered Classified Material.		Destroy when 2 years old.	2	N1-NU-89-4 / 5110/7	
5110.8	MAIL AND POSTAL AFFAIRS RECORDS	8. Records of Remittances (Checks, Cash, and Money Orders) and Other Enclosures Received Through the Mail Room in Incoming Mail.		Destroy when 2 years old.	2	N1-NU-89-4 / 5110/8	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5110.9	MAIL AND POSTAL AFFAIRS RECORDS	9. Production Reports of Mail Handled and Work Performed with Compilations. Include statistical reports of outgoing mail (priority mail, registered, etc.).		Destroy when 2 years old.	2	N1-NU-89-4 / 5110/9	
5110.10	MAIL AND POSTAL AFFAIRS RECORDS	10. Postal Records. Files consisting of U.S. Postal Service forms and supporting or similar records (see SSIC 5119 for copies held by Navy post offices); records of received or dispatched registered mail pouches, applications for postal registrations and certificates of declared value of matter subject to postal surcharges; receipts and other records of incoming and outgoing registered, insured and special delivery mail; reports of the loss, rifling, delay, wrong delivery, or other improper treatment of mail matters; and statements of readings of metered registers.		Destroy when 2 years old.	2	N1-NU-89-4 / 5110/10	
5110.13a	MAIL AND POSTAL AFFAIRS RECORDS	13. Appointment Records for Unit Mail Clerks or Mail Orderlies. a. Logs or Other Local Records of Appointments Issued.		Destroy when 2 years old.	2	N1-NU-89-4 / 5110/13/A	
5119.1	POSTAL OPERATIONS RECORDS	1. Money Order Records. Daily military post office reports of money order business.		Destroy when 2 years old.	2	N1-NU-89-4 / 5119/1	
5120.1	UNITED STATES SAVINGS BONDS RECORDS	1. Payroll Savings Authorizations and Records of Payroll Savings.		Destroy 3 years after superseded by new card or separation or transfer of employee.	3	N1-NU-89-4 / 5120/1	
5120.2	UNITED STATES SAVINGS BONDS RECORDS	2. Registration Stubs or Microfilm Copies of Savings Bonds.		Destroy when 2 years old.	2	N1-NU-89-4 / 5120/2	
5120.3	UNITED STATES SAVINGS BONDS RECORDS	3. Bond Status or Issue Listing.		Destroy when 2 years old.	2	N1-NU-89-4 / 5120/3	
5120.4	UNITED STATES SAVINGS BONDS RECORDS	4. Savings Bond Operations Summaries and Other Reports of Bond Issuing Operations Made to the ASSTSECNAV (FM&C).		Destroy when 3 years old.	3	N1-NU-89-4 / 5120/4	
5120.7	UNITED STATES SAVINGS BONDS RECORDS	7. Accountability (Disbursing) Records of Savings Bonds Issued and Issuing Agents, Including Reports of Deposits and Purchases of Bonds.	✓	Destroy when 3 years old. ✓	3	N1-NU-89-4 / 5120/7	✓
5140.3	BAND RECORDS	3. Technical Proficiency Reports of bands and musicians.		Destroy 1 year after next inspection.	3	N1-NU-89-4 / 5140/3	
5141.3	MILITARY MUSIC	3. Music Review Records. Documents relating to the review of musical compositions submitted from other sources to band activities. Included are scores, approvals, disapprovals, and related documents.		Destroy when 2 years old.	3	N1-NU-89-4 / 5141/3	
5219.2b	PUBLISHING MANAGEMENT RECORDS	2. Working Papers and Background Materials. b. Final Action on Report Not Completed.		Destroy 3 years after completion of report.	3	N1-NU-89-4 / 5219/2/B	
5219.3b(1)(a)	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source. (1) Communications Security Material Systems (CMS) Material. (a) General correspondence files pertaining to registered publications, transactions, administrative procedures defective publications, destruction of publications, clearances, discrepancies in inventories, audits, and related subjects.		Destroy when 2 years old.	3	N1-NU-89-4 / 5219/3/B/1/A	
5219.3b(1)(b)	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source. (1) Communications Security Material Systems (CMS) Material. (b) Reports relating to registered publications including transfer reports, destruction reports, inventory reports, issuing office's reports, and flyleaf reports.		Destroy when 2 years old.	3	N1-NU-89-4 / 5219/3/B/1/B	
5219.3b(1)(c)	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source. (1) Communications Security Material Systems (CMS) Material. (c) Logs of transaction numbers.		Destroy when 2 years old.	3	N1-NU-89-4 / 5219/3/B/1/C	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5219.3b(1)(e)	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source. (1) Communications Security Material Systems (CMS) Material. (e) Ledger records for superseded publications.		Destroy when 2 years old.	3	N1-NU-89-4 / 5219/3/B/1/E	
5219.3b(1)(f)	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source. (1) Communications Security Material Systems (CMS) Material. (f) Local custody receipts for publications transferred or destroyed.		Destroy when 2 years old.	3	N1-NU-89-4 / 5219/3/B/1/F	
5219.3b(1)(g)	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source. (1) Communications Security Material Systems (CMS) Material. (g) Transfer orders and stock requests and logs or other records of shipment numbers.		Destroy when 1 year old.	3	N1-NU-89-4 / 5219/3/B/1/G	
5219.3b(1)(h)	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source. (1) Communications Security Material Systems (CMS) Material. (h) Replaced Section V pages of custodian's records or CMS-distributed publications, issuing office's inventories of non-registered publications, and quarterly activity reports.		Destroy when 1 year old.	3	N1-NU-89-4 / 5219/3/B/1/H	
5219.3b(1)(i)	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source. (1) Communications Security Material Systems (CMS) Material. (i) Receipts for office messenger mail and for courier service mail.		Destroy when 1 year old.	3	N1-NU-89-4 / 5219/3/B/1/I	
5220.1	WORKLOAD/PERFORMANCE MEASURE RECORDS	1. Work Measurement Files. Statistical records and analyses used in compiling workload, work measurement, machine utilization, work production, or work performance reports or data; work measurement cards or listings; weekly, monthly, or other periodic workload or production reports used to compile summary reports; copies of statistical work measurement or performance reports that are duplicated in activity or command files; workload data; related papers; administration workload management; office techniques, methods, and procedures; management studies, analysis, and review; and management improvement program procedures and achievements. (Exclude summary records described in SSIC 5220.2.)		Destroy when 1 year old or when abstracted, or consolidated, whichever is earlier	3	N1-NU-89-4 / 5220/1	
5231.3	DATA SYSTEMS DEVELOPMENT RECORDS FOR SYSTEMS SCHEDULED AS TEMPORARY	3. Life Cycle Management Documentation. Records in support of Automated Information systems projects.		Destroy 2 years after termination of a fielded system or 2 years after termination of a project not fielded.	3	N1-NU-89-4 / 5231/3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5234.1	SOFTWARE STANDARDS RECORDS	1. Office or Activity Procedures, Reports and Any Other Materials Relating To the Use of Standard Higher Level Languages.		Destroy when 2 years old or no longer current, whichever is later.	3	N1-NU-89-4 / 5234/1	
5234.2	SOFTWARE STANDARDS RECORDS	2. Office or Activity Procedures, Reports and Any Other Materials Relating to the Release of Software and Software Inventories. (Software acquisition is covered in SSIC 5236 and software sharing in SSIC 5237.)		Destroy when 2 years old or no longer current, whichever is later.	3	N1-NU-89-4 / 5234/2	
5235.1	DATA ELEMENTS AND CODES RECORDS FOR RECORDS SCHEDULED AS TEMPORARY	1. Office or Activity Documents and Other Related Guidance on Standard Data Element, Code Identification, and Use.		Destroy when 2 years old or no longer current, whichever is later.	3	N1-NU-89-4 / 5235/1	
5235.2	DATA ELEMENTS AND CODES RECORDS FOR RECORDS SCHEDULED AS TEMPORARY	2. Data Element Dictionary Automated Files on Tapes, Disks Cards, or Other ADP Media.		Destroy when 2 years old or no longer current, whichever is later.	3	N1-NU-89-4 / 5235/2	
5236.1	PROCUREMENT OF ADP RESOURCES RECORDS	1. Offices or Activity Documents and Guidelines. Files concerning requirement specifications, selection, and acquisition criteria for ADP equipment (ADPE), software ADP services, and ADP supplies procured by contract.		Destroy when 2 years old or no longer current, whichever is later.	3	N1-NU-89-4 / 5236/1	
5236.2	PROCUREMENT OF ADP RESOURCES RECORDS	2. Actual Requirements Specification, Selection Criteria Documents, and Acquisition Documentation for ADP Software, ADP Services, and Supplies Procedures by Contract.		Destroy when 3 years old.	3	N1-NU-89-4 / 5236/2	
5238.1	RESOURCES ACCOUNTING RECORDS	1. Activity or Office Documents and Guidelines on Preparing Statistical and Cost Reports Concerning ADP.		Destroy when 3 years old.	3	N1-NU-89-4 / 5238/1	
5238.2	RESOURCES ACCOUNTING RECORDS	2. Statistical and Cost Analysis Reports on ADP and ADP Budgeting and Financial Management.		Destroy when 3 years old.	3	N1-NU-89-4 / 5238/2	
5305.1	INCENTIVE AWARDS (MILITARY/CIVILIAN) RECORDS	1. Reports Pertaining To the Incentive Award Program.		Destroy when 3 years old.	3	N1-NU-89-4 / 5305/1	
5311.1b	REQUIREMENTS RECORDS	1b. All other copies. Maintained on a needed-to-know		Destroy when superseded or cancelled.		N1-NU-89-4 / 5311/1/B	
5320.1c	ORGANIZATIONAL MANNING AND BILLETS RECORDS	1c. All Other Files.		Destroy when 2 years old or superseded, whichever is earlier.	3	N1-NU-89-4 / 5320/1/C	
5321.1	ORGANIZATIONAL ALLOWANCE, ALLOCATIONS, AND CEILINGS RECORDS	1. Non-Permanent Files Pertaining To Qualitative and Quantitative Information for Manpower Requirements.		Destroy when 2 years old or superseded, whichever is earlier.	3	N1-NU-89-4 / 5321/1	
5350.1	HUMAN GOALS RECORDS	1. General Correspondence and Case Files Relating To Human Goals Programs.		Destroy when 2 years old.	3	N1-NU-89-4 / 5350/1	
5353.3a	ALCOHOL ABUSE CONTROL RECORDS	3. Alcohol Abuse Control for Military Personnel, including Marine Corps Tables of Organization. a. Master Case Files at BUPERS		Destroy when 2 years old	3	N1-NU-89-4 / 5353/3/A	
5353.4	ALCOHOL ABUSE CONTROL RECORDS	4. BUPERS Records of Screening Boards.		Destroy when 3 years old.	3	N1-NU-89-4 / 5353/4	
5355.1b(1)	DRUG ABUSE CONTROL RECORDS	1. Documentation of Datection of Drug Abuse By Military Personnel, including Marine Corps Tables of Organization. Some Exceptions to Disposal Standards Are Necessary. Regardless of Authorization Herein, Records Directly Relating To Matters Listed Below Will Not Be Destroyed Until Clearance or Settlement of the Case: -Incomplete investigation -Incomplete NJP, Court Martial and other disciplinary action, including appeals procedure, or -Incomplete medical boards or administrative actions. b. Navy Drug Laboratories. Urinalysis Analysis Documentation. (1) Negative results.		Destroy when 3 years old	3	N1-NU-89-4 / 5355/1/B/1	
5380.1a(1)	SERVICES RECORDS	1. Records of Morale, Welfare, and Recreation Clubs, Associations, and Facilities and Other Personnel Service Activities Financed From Non-Appropriated Funds. a. General Records of Morale, Welfare, and Recreation Facilities and Other Personnel Service Activities, Boards, and Councils Operating with Non-appropriated Funds. Records include correspondence; minutes of meetings; inspection reports and other general operating reports; by-laws, charters, or constitutions; and other related papers. (1) By-laws, charters, and constitutions.		Destroy 3 years after supersession or cancellation.	3	N1-NU-89-4 / 5380/1/A/1	
5380.1a(2)	SERVICES RECORDS	1. Records of Morale, Welfare, and Recreation Clubs, Associations, and Facilities and Other Personnel Service Activities Financed From Non-Appropriated Funds. a. General Records of Morale, Welfare, and Recreation Facilities and Other Personnel Service Activities, Boards, and Councils Operating with Non-appropriated Funds. Records include correspondence; minutes of meetings; inspection reports and other general operating reports; by-laws, charters, or constitutions; and other related papers. (2) All Other Navy Records.		Destroy when 3 years old.	3	N1-NU-89-4 / 5380/1/A/2	
5380.4	SERVICES RECORDS	4. Fund Raising Campaign Records. Correspondence, records of receipts, and related records and informational material used in conducting and controlling campaigns for the collection of monies for fund-raising drives of charitable, health, welfare and other similar community or naval organizations.		Destroy when 1 year old, or upon completion of next equivalent campaign, whichever is earlier.	3	N1-NU-89-4 / 5380/4	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5420.2	BOARDS, COMMITTEES, COUNCILS, AND GROUP RECORDS	2. Participation of DON Members on Committees Not Sponsored or Established by the DON. Official files of such committee participation should include a copy of the charter or precept and document which designates the DON member(s), information which clearly indicates why representation is necessary, and complete information concerning Navy participation in such committees.		Destroy when 2 years old or no longer needed for reference, whichever is earlier.	3	N1-NU-89-4 / 5420/2	
5500.2a	GENERAL SECURITY RECORDS	2. Security Offices General Correspondence Files. Records of security offices relating to the operation and administration of their security functions, including security investigations, safeguards for classified and unclassified matter and proper authorization for the movements of military and civilian personnel. (Excluded are records related to continuing controversies and policy-making criteria, which are filed under SSIC 5500.1.) (Privacy Act: N/A) a. Reports of Command Security Investigations for Marine Corps Activities.		Retain on board. Destroy when 3 years old.	3	N1-NU-03-2 / 8	
5500.2b	GENERAL SECURITY RECORDS	2. Security Offices General Correspondence Files. Records of security offices relating to the operation and administration of their security functions, including security investigations, safeguards for classified and unclassified matter and proper authorization for the movements of military and civilian personnel. (Excluded are records related to continuing controversies and policy-making criteria, which are filed under SSIC 5500.1.) (Privacy Act: N/A) b. All other records.		Retain on board. Destroy when 2 years old.	3	N1-NU-03-2 / 9	
5500.3a	GENERAL SECURITY RECORDS	3. Activities Security Guard Force Records. Correspondence and related records pertaining to the employment of Marine Corps security guard forces at activities of the naval shore establishments, including records relating to strength and distribution assignments and requirements. a. Ledger Records.		Destroy when 3 years old.	3	N1-NU-89-4 / 5500/3/A	
5500.3b	GENERAL SECURITY RECORDS	3. Activities Security Guard Force Records. Correspondence and related records pertaining to the employment of Marine Corps security guard forces at activities of the naval shore establishments, including records relating to strength and distribution assignments and requirements. b. Requests, Analyses, Reports, Change Notices, and Other Papers Relating to Post Assignments and Strength Requirements.		Destroy when 2 years old.	3	N1-NU-89-4 / 5500/3/B	
5500.4a	GENERAL SECURITY RECORDS	4. Duty Officer Logs or Officer-Of-The-Day Logs. Entrance and exit logs and building guard and other guard books or records. (Exclude medical and dental officer-of-the-day logs covered in SSIC 6010.1.) a. Marine Corps Sergeant of the Guard Report Books.		Destroy 1 year after last entry.	3	N1-NU-89-4 / 5500/4/A	
5500.4b	GENERAL SECURITY RECORDS	4. Duty Officer Logs or Officer-Of-The-Day Logs. Entrance and exit logs and building guard and other guard books or records. (Exclude medical and dental officer-of-the-day logs covered in SSIC 6010.1.) b. All Other Logs, Books, or Records.		Destroy when 2 years old or 2 years after last entry, whichever is later.	3	N1-NU-89-4 / 5500/4/B	
5500.5	GENERAL SECURITY RECORDS	5. Duty Officer Night Order Books.		Destroy 2 years after book is filled.	3	N1-NU-89-4 / 5500/5	
5500.7	GENERAL SECURITY RECORDS	7. Security Violation Reports and related Records of Alleged Security Violations. This includes initial reports, Preliminary Inquiry Reports, reports of corrective and or disciplinary action taken and similar or related records. (Exclude reports supporting continuing cases or felonies, papers placed in OPF, and records covered in SSIC 5500.8.)		Destroy 2 years after completion of final corrective or disciplinary action.	3	N1-NU-89-4 / 5500/7	
5500.10b	GENERAL SECURITY RECORDS	10. RESTRICTED AREA. Records related to the designating of area as "Restricted Areas" pursuant to the provisions of section 21, Internal Security Act of 1950. Included are requests, endorsements and similar correspondence, approvals, disapprovals, and related documents. b. Disapprovals.		Destroy after 1 year.	3	N1-NU-03-2 / 11	
5500.11a	GENERAL SECURITY RECORDS	11. Pre-publication Security Review Records. This includes request for a security review of manuscripts, photographs, lectures, radio and television scripts, etc., prior to publication to ensure that no classified or sensitive information is disclosed in the publication, copies of the results of the review and other related correspondence. These records may be retained in either hardcopy or electronic/imaged format. a. Case files which public release is given without objection or subject to amendment.		Destroy/delete 3 years after case closure.	3	N1-NU-06-4 / 1	
5510.1	INFORMATION SECURITY RECORDS	1. Information Security Program (ISP) Records. Records required by the ISP Regulation (SECNAVINST 5510.36) and not covered elsewhere.		Destroy after 2 years.	3	N1-NU-01-3 / 5	
5510.2a	INFORMATION SECURITY RECORDS	2. Classified Records Access Files. Records that show name, grade, and other identification of individuals authorized access to classified information and material. Included are requests for access and approvals, disapprovals, rosters of individuals authorized access, and similar documents. (Privacy Act: N05521-1) a. Approvals.		Destroy after 2 years or on supersession or obsolescence of the authorization document or on transfer, separation, or relief of the individual concerned, whichever is earlier.	wnin	N1-NU-01-3 / 6	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5510.2b	INFORMATION SECURITY RECORDS	2. Classified Records Access Files. Records that show name, grade, and other identification of individuals authorized access to classified information and material. Included are requests for access and approvals, disapprovals, rosters of individuals authorized access, and similar documents. (Privacy Act: N05521-1) b. Disapprovals.		Destroy after 1 year.	3	N1-NU-01-3 / 7	
5510.5b(2)	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records b. Foreign Disclosure Authorization (DA) for visits. Visit DAs are the result of the review, analysis, coordination and approval/disapproval for the disclosure of classified or controlled unclassified information to foreign governments, entities, nationals or their representatives during regular (one-time or recurring) and extended visits to DON military or contractor facilities. DAs are issued in support of programs such as Security Assistance Program (Foreign Military Sales or Direct Commercial Sales); NATO Rationalization, Standardization and Interoperability (RSI). The Technology Cooperation Program (TTCP), Coalition Building, Military Personnel Exchange Programs (MPEP/PEP/MCFPEP); Foreign Liaison Officer (FLO) Program; Engineer and Scientist Exchange Program (ESEP); and International Cooperative Program (CP). (2) Host Command Files		Destroy 2 years after completion of visit, or when no longer necessary, whichever is sooner.	3	N1-NU-02-5 / 3	
5510.5c(1)(a)	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records c. Foreign Disclosure Authorization (DA), training, publications, or documents. DAs for these purposes are the review, coordination, and approval/disapproval for the disclosure of classified or controlled unclassified material or information. Material reviewed includes (1) foreign military training courses, course curricula (sets of course), or manuals; (2) tactical and other publications; (3) documents (nuclear-related, Navy, or Navy-interest; etc.); or (4) draft TTSARBs (see 5510.2a); etc. DAs are requested through (1) FMS and similar cases; (2) government-to-government requested documents; or (3) transfer/lease/loan/grant of defense articles, such as ships; or (4) review of draft TTSARB; etc. (1) Navy IPO Files. (a) Publications or Documents.		Destroy two years after completion of DA.	3	N1-NU-02-5 / 4	
5510.5c(1)(b)	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records c. Foreign Disclosure Authorization (DA), training, publications, or documents. DAs for these purposes are the review, coordination, and approval/disapproval for the disclosure of classified or controlled unclassified material or information. Material reviewed includes (1) foreign military training courses, course curricula (sets of course), or manuals; (2) tactical and other publications; (3) documents (nuclear-related, Navy, or Navy-interest; etc.); or (4) draft TTSARBs (see 5510.2a); etc. DAs are requested through (1) FMS and similar cases; (2) government-to-government requested documents; or (3) transfer/lease/loan/grant of defense articles, such as ships; or (4) review of draft TTSARB; etc. (1) Navy IPO Files. (b) Training Courses.		Hold locally with latest DA until course is revised; Destroy 2 years following revision of reviewed Material.	3	N1-NU-02-5 / 5	
5510.5c(1)(c)	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records c. Foreign Disclosure Authorization (DA), training, publications, or documents. DAs for these purposes are the review, coordination, and approval/disapproval for the disclosure of classified or controlled unclassified material or information. Material reviewed includes (1) foreign military training courses, course curricula (sets of course), or manuals; (2) tactical and other publications; (3) documents (nuclear-related, Navy, or Navy-interest; etc.); or (4) draft TTSARBs (see 5510.2a); etc. DAs are requested through (1) FMS and similar cases; (2) government-to-government requested documents; or (3) transfer/lease/loan/grant of defense articles, such as ships; or (4) review of draft TTSARB; etc. (1) Navy IPO Files. (c) Hard Copy of DA		Enter disclosure authorization into SPAN (a database maintained by OSD)). Retain locally for 2 years then destroy.	3	N1-NU-02-5 / 6	
5510.5e(2)(b)	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records e. Delegation of Disclosure Authority Records. These include General Delegations; Delegations of Disclosure Letters (DDLs) issued in support of International Information Exchange Agreements; and DDLs for International Cooperative Programs. (2) DDL's in support of International MOUs/MOAs for Information Exchange or Foreign Cooperative Program. (b) Disclosure Review File.		Destroy one year after agreement terminates or expires.	3	N1-NU-02-5 / 13	
5510.5h	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records h. Organization, Functions, and Status Records. Documents, newsletters, pamphlets, posters, charts, presentations, briefings, reports to higher authority, or other records depicting the internal organization, relationships, functions, and status of offices performing foreign disclosure functions.		Destroy when 2 years old.	3	N1-NU-02-5 / 16	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5511.3b(2)	CLASSIFIED MATERIAL CONTROL RECORDS	3. Classified Documents Destruction Records. Records relating to the destruction of classified documents, such as destruction certifications. This includes foreign government information. (Privacy Act: N/A) b. Records involving Foreign Classified Government Information. (2) Secret Foreign Government Information.		Destroy after 3 years.	3	N1-NU-01-3 / 13	
5511.4	CLASSIFIED MATERIAL CONTROL RECORDS	4. Logs, Registers, Ledgers, or Other Similar Records Used as Inventory or Control Records of Classified Documents.		Destroy when 2 years old.	3	N1-NU-89-4 / 5511/4	
5512.2b	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	2. Records and correspondence relating to applications for and issuance of temporary personnel badges, cards, and passes. b. All Other Records.		Destroy 1 year after surrender of badge, card, or pass.	3	N1-NU-89-4 / 5512/2/B	
5512.4	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	4. Employee picture and fingerprint files used for identification purposes.		Destroy 1 year after separation of employee.	3	N1-NU-89-4 / 5512/4	
5512.5a	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	5. Military Dependents Identification Records. a. Applications for Identification Cards or Tags and Related Papers.		Destroy when 2 years old.	3	N1-NU-89-4 / 5512/5/A	
5512.6b	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	6. Records Relating To Visits and To Applications for and Issuance of Visitors Passes or Vehicle Entry Permits. b. All Other Visit or Admission Records.		Destroy 2 years after final entry or 2 years after date of document, whichever is later.	3	N1-NU-89-4 / 5512/6/B	
5512.7b	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	7. Identification Records of Employees of Private Firms under Navy Contract and of Contractor and Other Employees Working Aboard the Naval Activity. b. All Other Registers or Logs.		Destroy 2 years after final entry or 2 years after date of document, whichever is later.	3	N1-NU-89-4 / 5512/7/B	
5512.9	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	9. Applications for Exchange Permits.		Destroy 2 years after application is cancelled.	3	N1-NU-89-4 / 5512/9	
5512.14a	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	14. Records Relating to Accountability for Property Lost or Stolen. Files such as building guards' records of lost and found property. a. Loss Statements, Receipts, Reports, and Other Similar Records Relating to Lost and Found Articles.		Destroy when 1 year old.	3	N1-NU-89-4 / 5512/14/A	
5512.14b	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	14. Records Relating to Accountability for Property Lost or Stolen. Files such as building guards' records of lost and found property. b. Ledger Records Reflecting Accountability.		Destroy when 3 years old.	3	N1-NU-89-4 / 5512/14/B	
5512.18a	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	18. Courier Authorization Records. Registers or logs identifying DOD persons issued courier authorization cards and approved to escort or hand carry classified material. Also includes courier authorization cards and correspondence, security briefings, and records of security briefings provided to couriers. (Privacy Act: N/A) a. Registers and Logs.		Destroy 1 year after final entry or 1 year after date of document, whichever is later.	3	N1-NU-01-3 / 14	
5512.18c	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	18. Courier Authorization Records. Registers or logs identifying DOD persons issued courier authorization cards and approved to escort or hand carry classified material. Also includes courier authorization cards and correspondence, security briefings, and records of security briefings provided to couriers. (Privacy Act: N/A) c. Correspondence, Briefing and related Records.		Destroy after 2 years.	3	N1-NU-01-3 / 16	
5521.1b	NAME CHECK AND PERSONNEL CLEARANCES RECORDS	1. Security Clearance/Access Information (Case) Files. Includes information concerning requests for investigations, clearance and access; records of investigations, clearance and access; reports of disqualifying/derogatory information; records of clearance of individual personnel to critical-sensitive, noncritical-sensitive, and non-sensitive positions as well as accreditation of personnel for access to classified information requiring special access authorization (e.g., SIOP-ESI, SCI, NATO, etc.); associated briefing and debriefing statements; and other related records supporting the Personnel Security Program. (This description does not include completed investigation case files, counterintelligence cases files, or clearance and b. Access determinations not recorded in official personnel folder.		Destroy 2 years after person departs command.	3	N1-NU-97-1 / 1/B	
5522.1	INSPECTIONS RECORDS	1. Military Security Survey and Inspection Program Records. Reports of surveys and inspections conducted to ensure adequacy of protective and preventive measures against fire, explosion, and accidents and to safeguard information and facilities against sabotage, espionage, and unauthorized entry. Includes related correspondence and training of security personnel. (Exclude primary program records covered in SSIC 5500.1.)		Destroy after 3 years, upon conduct of the next comparable survey or inspection or upon discontinuance of facility, whichever is later.	3	N1-NU-01-3 / 18	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5527.1a(2)	INVESTIGATIONS RECORDS	1. Naval Criminal Investigative Service (NCIS) Personnel Security Investigative Case Files. Files include personnel security data on members of the Armed Forces, DOD civilian, contractor, nonappropriated fund employees, USO personnel, Red Cross volunteers and staff, and U.S. Coast Guard military and selected civilian personnel under the Defense Industrial and Personnel Security Programs. For criminal, counterintelligence and counterterrorism investigative and operational records previously under this SSIC, see SSICs 3850 and 5580 respectively. a. Routine Investigations. Files relating to personnel security investigations of a favorable nature on persons who are considered for affiliation with DOD and other investigations of a minor nature impacting on the suitability of a person to possess a security clearance. Files include personnel security information on persons who are considered for affiliation with DOD. (Privacy Act: N05520-4) (2) When affiliation with DOD is not completed.		Destroy after 1 year if affiliation is not completed.	3	N1-NU-98-2 / 5/A/2	
5529.1b	CLEARANCE ADJUDICATIONS RECORDS	1. Routine Adjudication Actions. Files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access determinations. b. When affiliation with DOD is not completed.		Destroy when 1 year old.	3	N1-NU-97-2 / 1/B	
5529.1d(3)	CLEARANCE ADJUDICATIONS RECORDS	1. Routine Adjudication Actions. Files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access determinations. d. Adjudication decision entered into electronic systems. Record of adjudication decisions entered into the DoD's Joint Personnel Adjudication System (JPAS) and or Navy Joint Adjudications and Clearance System (NJACS). This includes decisions by DONCAF employees based on contractor case review records containing recommendations on the suitability of individuals for security clearances. (3) Contractor Case Review Records.		Destroy 1 year after verification that the case review record information is correctly entered into the electronic system.	3	N1-NU-03-1 / 5	
5529.3b	CLEARANCE ADJUDICATIONS RECORDS	3. Limited Access Authorizations Program Files. Information concerning the processing of non-U.S. citizens for access to U.S. classified defense information. Includes requests and approvals/disapprovals for access, rescissions, polygraph information examination reports and other related correspondence. These records may be retained in either hardcopy or electronic/imaged format. b. Requesting office.		Destroy/delete 3 years after date of last action.	3	N1-NU-06-5 / 2	
5530.1a	PHYSICAL SECURITY RECORDS	1. Records Relating To the Issuance of and Accountability for Keys. Information used to maintain accountability for keys and locks, key and lock access rosters and reports of inventories. This information is used in the physical security of conventional arms, ammunition and explosives; classified defense information and other government property not specifically provided for elsewhere in this instruction. Included are key control registers, key and lock inventory records and similar information. Privacy Act: N07320-1 a. Maximum Security Areas. This includes conventional arms, ammunition and explosive storage areas.		Destroy 3 years after turn-in of key.	3	N1-NU-89-4 / 5530/1/A	
5530.2	PHYSICAL SECURITY RECORDS	2. Cards Records, Lists, Forms, or Other Records of Individuals Knowing Safe or Padlock Combinations and Other Similar Data used to Control Access to Cabinets or Other Containers of Classified Material.		Destroy 1 month after superseded or cancelled by new form or new lists or by turn-in of container	3	N1-NU-89-4 / 5530/2	
5530.3b	PHYSICAL SECURITY RECORDS	3. Records Relating to Admissions to Security Areas. b. Records and Authorizations Relating to Admission to Classified Files and Other Security Areas.		Destroy 2 years after authorization expires.	3	N1-NU-89-4 / 5530/3/B	
5530.3c	PHYSICAL SECURITY RECORDS	3. Records Relating to Admissions to Security Areas. c. Records relating to Admission to Special (Maximum Security) Areas for Arms, Ammunition and Explosive Areas.		Destroy three years after final entry or 3 years after date of document, whichever is later.	3	N1-NU-03-2 / 12	
5531.3	INDUSTRIAL SECURITY RECORDS	3. Records of Destruction. Records such as classified matter destruction reports or declassification of classified records furnished private individuals or facilities. (See also SSIC 5511.)		Destroy when 2 years old.	3	N1-NU-89-4 / 5531/3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5532.4a	FACILITIES SECURITY RECORDS	4. Facility clearance case files. Records of facilities having security clearances, consisting of copies of facility security clearance surveys, security agreements, letters of consent, letters of notification of facility security clearance, and other similar and related papers. a. Case Files. Files include security clearances administratively terminated in accordance with para. 2-110.0 of the Armed Forces Industrial Security Regulations (AFISR) or withdrawn or revoked in accordance with para. 2-111 of AFISR. (See SSIC 5532.4b for special handling of letters of consent.)		Destroy 3 years after clearance is terminated, withdrawn or revoked.	3	N1-NU-89-4 / 5532/4/A	
5532.5	FACILITIES SECURITY RECORDS	5. Industrial Defense Survey Records. Industrial defense surveys and check lists and other survey and resurvey reports and related correspondence and other papers concerning the DOD Industrial Security Program for physical protection of and national facilities assigned to the cognizance of the Navy and national and departmental reserve plants under Navy security cognizance. (Exclude primary program records maintained by the ASN (M&RA) and the NAVFACENGCOM. Master files are retained by the Assistant Secretary of Defense.)		Destroy 2 years after superseded or 1 year after facility has been deleted from key facility list, whichever is earlier.	3	N1-NU-89-4 / 5532/5	
5540.1	COMMERCE AND TRAVEL RECORDS	1. Security Policy and Travel Budget Files.		Destroy when 2 years old.	3	N1-NU-89-4 / 5540/1	
5580.2	LAW ENFORCEMENT RECORDS	2. Security Departments Operational/ Administrative Records and Reports.		Destroy when 2 years old.	3	N1-NU-89-4 / 5580/2	
5580.3	LAW ENFORCEMENT RECORDS	3. Command Missing, Lost, Stolen or Recovered Government Property Reports.		Destroy when 3 years old or as otherwise indicated.	3	N1-NU-89-4 / 5580/3	
5580.4f(1)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. f. Case Administrative Documents. Includes administrative documents associated with the case or the administration of the case (SSIC 5580.4a(3) and 4b(3)) retained at the creating office. These records may be retained in either hardcopy or electronic/imaged format. (1) Case file copy and administrative documents.		Destroy/delete 1 year after case closure. Early destruction is authorized if records are no longer needed.	3	N1-NU-06-6 / 3	
5580.8a(1)	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. a. Activities or Events Posing One of the Following Types of Continuing Threats to DOD Military and Civilian Personnel and Defense Activities and Installations: Demonstrated hostility--activities in which an actual example of violent or criminal hostility has been carried out within the previous year; threatened hostility--activities which during the previous year have explicitly threatened DOD functions; potential hostility--activities whose continuing hostile nature in the vicinity of DOD installations provides a significant potential source of harm or disruption of the installation or its function; dissidence activities--activities during the previous year which have involved actively encouraging violation of law, disobedience of lawful order or regulation, or disruption of military activities.) (Privacy Act: To be determined.) (1) Information, which falls in the above categories that is originated by, and received or acquired from, agencies outside the DOD.		Destroy no later than 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretaries of the Military Departments that a continued threat exists.	3	N1-NU-98-2 / 5580/8/A/1	
5580.8d(1)	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. d. Base Access for Organizations/Individuals Servicing DOD Installations. Investigative information on organizations/individuals providing commercial services, engaged in contracts, or otherwise engaged in contracts or business enterprises on DOD installations. (Privacy Act: To be determined.) (1) If the contract is in dispute.		Destroy 1 year after final payment or other settlement.	3	N1-NU-98-2 / 5580/8/D/1	
5580.8d(2)	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. d. Base Access for Organizations/Individuals Servicing DOD Installations. Investigative information on organizations/individuals providing commercial services, engaged in contracts, or otherwise engaged in contracts or business enterprises on DOD installations. (Privacy Act: To be determined.) (2) All other cases.		Destroy 1 year after the service is discontinued.	3	N1-NU-98-2 / 5580/8/D/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5580.8e	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. e. Requests for DOD Personnel to attend or officiate at meetings, ceremonies, etc., as representatives of DOD. Information concerning the organization/individual making the request, the nature of the event, and any other details describing the occasion. (Privacy Act: To be determined.)		Destroy no later than 1 year after the event.	3	N1-NU-98-2 / 5580/8/E	
5580.8f	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. f. One-Time Requests for Admittance to Installations (Speakers, Bands, Drill Teams, Tours, etc.). Information concerning the organization/individual requesting admittance to the installations. (Privacy Act: To be determined.)		Destroy no later than 1 year after the event.	3	N1-NU-98-2 / 5580/8/F	
5580.8g	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. g. Inquiries from members of the Public to DOD for information relating to DOD Functions or Units, Unit Insignias, Signatures, or Photos of Senior Commanders, etc. Information concerning the collectors of such items. (Privacy Act: To be determined.)		Destroy when 1 year old. Early destruction is authorized if determined no longer pertinent by annual review	3	N1-NU-98-2 / 5580/8/G	
5580.8h	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. h. Unsubstantiated Reports to DOD Components from Members of the Public Alleging Imminent Invasion, Plots and Similar Events of a Delusional Nature, and Assorted "Crank" Letters. Information concerning the organization/individual providing such details. (Privacy Act: To be determined.)		Destroy when 1 year old. Early destruction is authorized if determined no longer pertinent by annual review.	3	N1-NU-98-2 / 5580/8/H	
5580.12	LAW ENFORCEMENT RECORDS	12. Policy Property Files. Files include location of offenses and name index and reflect the receipt and release of property that is found, impounded, seized as contraband, prohibited, or safeguarded for detained personnel. This includes logs, receipts, releases and disposal and related information. (Privacy Act: N/A)		Destroy 2 years after return, release or disposal of property.	3	N1-NU-98-2 / 5580/12	
5585.3	MILITARY WORKING DOGS (LAW ENFORCEMENT AND PHYSICAL SECURITY FUNCTIONS) RECORDS	3. Narcotics Training Aids.		Destroy when 2 years old or until disposed of in accordance with Drug Enforcement Administration regulations and guide-lines.	3	N1-NU-89-4 / 5585/4	
5585.4	MILITARY WORKING DOGS (LAW ENFORCEMENT AND PHYSICAL SECURITY FUNCTIONS) RECORDS	4. Training School Quota Requests.		Destroy in 1 year or after entered in the Navy Integrated Training Resources and Administration Subsystem.	3	N1-NU-89-4 / 5585/4	
5600.2	GENERAL MICROGRAPHICS PUBLICATIONS, PRINTING, DUPLICATING, AND REPRODUCTION RECORDS	2. General Correspondence Files of publications and printing service offices and of activities and offices and other operating units concerned with publications, printing, and related matters. Correspondence, reports, and other records of the organizational unit relating to its internal operation and administration, including production planning and scheduling, processing, procurement, and distribution functions. Include reports not specifically covered elsewhere in this series. (Exclude primary program records covered in SSIC 5600.1.)		Destroy when 2 years old or no longer part of on-going multi-year hardware procurements, whichever is later.	3	N1-NU-89-4 / 5600/2	
5602.1a	PREPARATION RECORDS	1. Source Files of Articles, Stories, and Other Materials. Records submitted for official naval publications and related correspondence and papers. a. "Unplaceable" (Rejected or Unused) Magazine Articles, Stories, Etc.		Return to author whenever possible. When not returnable, destroy 1 year after story or article has been rejected.	3	N1-NU-89-4 / 5602/1/A	
5602.1b	PREPARATION RECORDS	1. Source Files of Articles, Stories, and Other Materials. Records submitted for official naval publications and related correspondence and papers. b. Other Source Files.		Destroy when 1 year old or material is no longer needed, whichever is earlier.	3	N1-NU-89-4 / 5602/1/B	
5603.1	PRODUCTION RECORDS	1. Printing office superintendents (or other similar offices) correspondence files and related papers pertaining to production and related matters.		Destroy when 2 years old.	3	N1-NU-89-4 / 5603/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5603.2	PRODUCTION RECORDS	2. Logs, registers, or other control records of incoming jobs or work requisition.		Destroy 1 year after close of fiscal year in which compiled or 1 year after filing of register, whichever is earlier.	3	N1-NU-89-4 / 5603/2	
5603.3a	PRODUCTION RECORDS	3. Job Jacket (Case or Project) Files. Papers accumulated by publications and printing service offices or similar activities for each printing, binding, or reproduction job. Files consist of such papers as copies of job requests or orders, material withdrawal requisitions, pricing schedules, job cost reports, samples of jobs produced, receipts for completed work, specifications, and other related papers. (See also SSIC 5602.2.) a. Marine Corps Activities.		Destroy 1 year after completion of the job.	3	N1-NU-89-4 / 5603/3/A	
5603.6a(1)	PRODUCTION RECORDS	6. Production Cost Records and Reports. a. Time Reports. Daily military musters, daily time reports, and other similar records (prepared daily by each employee); summary time reports; and overtime reports. (1) Summary and overtime reports.		Destroy when 1 year old.	3	N1-NU-89-4 / 5603/6/A/1	
5603.6a(2)	PRODUCTION RECORDS	6. Production Cost Records and Reports. a. Time Reports. Daily military musters, daily time reports, and other similar records (prepared daily by each employee); summary time reports; and overtime reports. (2) Daily reports.		Destroy when 1 year old.	3	N1-NU-89-4 / 5603/6/A/2	
5603.6b	PRODUCTION RECORDS	6. Production Cost Records and Reports. b. Work-in-Process Inventories. Tabulated or other listings of work-in-process at end of the month and requisition check lists.		Destroy when 1 year old.	3	N1-NU-89-4 / 5603/6/B	
5603.6c	PRODUCTION RECORDS	6. Production Cost Records and Reports. c. Cost Reports. Monthly labor cost reports, reports of accrued annual salaries and wages, monthly recapitulation work sheets and reports, and other similar labor or material summary cost reports, records of units produced and billed.		Destroy when 1 year old.	3	N1-NU-89-4 / 5603/6/C	
5603.6d	PRODUCTION RECORDS	6. Production Cost Records and Reports. d. Statistical Data. Tabulated listings and work papers (such as job cost reports, social security retirement costs, travel requests, etc.) used for compiling data for periodic financial and cost statements and for estimated cash budget reports.		Destroy when 1 year old.	3	N1-NU-89-4 / 5603/6/D	
5603.7	PRODUCTION RECORDS	7. Production Inventory and Supply Records. Records relating to printing or other reproduction supplies and equipment of printing offices, such as material inventory control and usage records (issue and receipt cards or other similar records of paper and other supplies, equipment, and repair parts received and issued); copies of withdrawal requisitions used to post issue and receipt cards; periodic inventory reports; and copies of requisitions, including partial receiving reports and copies of loading reports.		Destroy when 1 year old.	3	N1-NU-89-4 / 5603/7	
5603.8a	PRODUCTION RECORDS	8. Industrial Activities Financial Statements or Reports of DAPS. a. Quarterly Estimated Cash Budgets.		Destroy when 1 year old.	3	N1-NU-89-4 / 5603/8/A	
5605.1	DISTRIBUTION RECORDS	1. Forms indicating the issuance, Receipt, and Delivery of Publications by Divisions of Supply Centers and Other Offices.		Destroy when 1 year old.	3	N1-NU-89-4 / 5605/1	
5710.1b	INTERNATIONAL AGREEMENTS RECORDS.	1. International Agreements Records. Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs) between DON and Foreign countries or international organizations in pursuit of various programs, kept at DON headquarters, Navy IPO, and systems commands headquarters. For many MOUs, OSD negotiates and retains the "master" Agreement; Navy negotiates and retains annexes to the Agreements/Arrangements. Programs include: (a) Operational Information Exchange Agreement(OIEA); (b) The Technical Cooperation Program (TTCP); (c) Foreign Cooperative Testing (FCT); (d) Technical Research Development Project/Project Agreements (TRDP/PA); (e) Section 65 Loans; (f) Etc. (Note: this disposition includes former 4910.4b and 4920.6a) b. Case files for Navy Annexes to Data Exchange Agreements (DEAs), International Exchange Agreements (IEAs) or International Exchange Projects (IEPs)		Retain locally for 3 years after Annex has expired or terminated; then destroy.	3	N1-NU-02-3 / 1/B	
5710.1c	INTERNATIONAL AGREEMENTS RECORDS.	1. International Agreements Records. Memoranda of Understanding (MOUs) or Memoranda of Agreement (MOAs) between DON and Foreign countries or international organizations in pursuit of various programs, kept at DON headquarters, Navy IPO, and systems commands headquarters. For many MOUs, OSD negotiates and retains the "master" Agreement; Navy negotiates and retains annexes to the Agreements/Arrangements. Programs include: (a) Operational Information Exchange Agreement(OIEA); (b) The Technical Cooperation Program (TTCP); (c) Foreign Cooperative Testing (FCT); (d) Technical Research Development Project/Project Agreements (TRDP/PA); (e) Section 65 Loans; (f) Etc. (Note: this disposition includes former 4910.4b and 4920.6a) c. Organization, function, and status records. Documents, newsletters, pamphlets, posters, charts, presentations, briefing, reports to higher authority, or other records depicting the internal organization, relationships, functions, and status of offices performing international agreement functions.		Destroy when 2 years old.	3	N1-NU-02-3 / 1/C	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5720.3	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	3. Public Relations Services Project (CASE) Files. Correspondence, background material, and other papers. (Exclude master files of formal information releases covered in SSIC 5720.2.)		Destroy 1 year after completion of project.	3	N1-NU-89-4 / 5720/3	
5720.5a	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	5. Requests for Information. Routine requests for information, material, or data of a nature that requires no special investigation, no special compilation or research, and involves no policy decisions and no administrative action. a. Requests of a Less Routine Nature, but Involving no Policy Decisions or Matters of a Controversial Nature or no Unusually Important Transactions.		Destroy when 2 years old.	3	N1-NU-89-4 / 5720/5/A	
5720.7	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	7. Approval (Authorizations) for Informational (Press or Other) Releases and for the Release of Naval Films, Exhibits, or Other Materials for Public Viewing.		Destroy when 1 year old.	3	N1-NU-89-4 / 5720/7	
5721.1b	SPEECHES RECORDS	1. Unclassified Speeches Given To Public and In-House Audiences. Topics deal mainly with adversary threat, sea lanes of communication, and state of the Navy in general. Others include observance of patriotic holidays, changes of command, and graduations. b. All Other Activities.		Individual commands will retain copies of all speeches for minimum of 2 years and forward them to CHINFO or DirPA if of historical significance. Speeches delivered by the officer in command shall be retained for a minimum of 2 years beyond the time that officer is relieved. Additionally, commands shall forward copies of all speeches delivered by personnel of the command to the speakers bureau of their superior in the chain.	3	N1-NU-89-4 / 5721/1/B	
5726.1	COMMUNITY RELATIONS RECORDS	1. General Correspondence Files. Files include reports, with respect to maintaining liaison with commands afloat and ashore, non-government organizations, and national organized groups (other than media); coordinating Navy support of the Navy Flight Demonstration Squadron (Blue Angels); administering the SECNAV Guest Cruise Program and the Navy Guest Cruise Program; coordinating special orientation visits of individuals or groups to naval vessels and installations and Navy participation in civic events of regional, national, and international significance; coordination of Navy programs to enhance the reputation of the Navy at home and abroad; and directing the Navy combat art program and Navy Band.		Destroy when 2 years old.	3	N1-NU-89-4 / 5726/1	
5727.1	MEDIA RELATIONS RECORDS	1. Media Clippings. Records both press and broadcast, concerning subjects of Navy interest and Navy-related and DOD interest to include clipped articles appearing in print, wire story copy, and broadcast transcripts.		Destroy when 1 year old or no longer needed.	3	N1-NU-89-4 / 5727/1	
5727.2	MEDIA RELATIONS RECORDS	2. Media Queries. Requests requiring research for information, materials, data, or related responses.		Destroy when 3 years old.	3	N1-NU-89-4 / 5727/2	
5740.1	CORRESPONDENCE WITH GOVERNMENT OFFICIALS	1. General Correspondence from U.S. and State Senators, Congressmen, Governors, Mayors, Etc. Files relate to inquiries, complaints, etc., from constituents.		Destroy when 2 years old.	3	N1-NU-89-4 / 5740/1	
5751.2	RESEARCH RECORDS	2. Non-Record Copies of Studies and Correspondence. Files contain research data that are of transitory value.		Destroy when 2 years old.	3	N1-NU-89-4 / 5751/2	
5755.1b	MUSEUM RECORDS	1. Records of the Curator for the Navy and the Marine Corps Historical Centers. b. Inquiries from Museums on Available Historical Naval Properties without Subsequent Request for Materials.		Destroy when 3 years old.	3	N1-NU-89-4 / 5755/1/B	
5760.1	ORGANIZATIONS, ASSOCIATIONS, SOCIETIES, INDIVIDUALS, AND COMMERCIAL ENTERPRISES RECORDS	1. General Correspondence Files of a Routine Nature. Files relate to meetings, conventions, biographical records of officers and organizations, copies of reports and similar material.		Destroy when 2 years old.	3	N1-NU-89-4 / 5760/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5761.1b	JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) and NAVY NATIONAL DEFENSE CADET CORPS (NNDCC) RECORDS	1. Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records. Consists of records concerning the establishment of the Navy and Marine Corps JROTC Program and Navy National Defense Cadet Corps Program in high schools and other secondary schools Records include, but are not limited to, instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as instructor, instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an instructor, and academic degrees, certification letters, instructor status (probation / evaluation), instructor evaluations, instructor observation reports, school evaluations and probation letters, resignation letters, pay information, and associated correspondence. b. General Correspondence Records. Includes correspondence with school officials, other JROTC and/or NNDCC Units, copies of statistical information, status reports submitted to higher authority, and other similar information.		Cutoff at end of CY. Destroy 3 year(s) after cutoff.	3	DAA-0428-2012-0003-0002	
5770.2	GENERAL AFRTS RECORDS	2. Acknowledgement and Transmittal Files		Destroy when 3 years old.	3	N1-NU-89-4 / 5770/2	
5780.4b	INTERNAL PUBLIC AFFAIRS RECORDS	4. Local Station Newspapers, Newsletters, and Similar General Interest Periodicals. Periodicals published at least monthly, approved by the issuing command, and containing articles/information concerning the installation, the local community, and military and civilian employees of the installation. b. All other activity newsletters/newspapers.		Destroy when 2 years old or no longer needed for local reference. Do not retire to FRC.	3	N1-NU-89-4 / 5780/4/B	
5801.1b	LEGAL ASSISTANCE RECORDS	1. Legal Assistance Case Files. Files compiled by individual legal assistance attorneys on behalf of clients consisting of interview notes, legal documents and instruments, correspondence and original letters, electronic data, memoranda, etc. Files accumulated and maintained by individual legal assistance attorneys concomitant with the attorney-client relationship. b. All Other Files.		Retain on board. Destroy if case has been inactive for 2 years.	3	N1-NU-89-4 / 5801/1/B	
5801.2	LEGAL ASSISTANCE RECORDS	2. Legal Assistance Case Record Form (NAVJAG 5801/9) or Local Equivalent Form. Form consists of record of client's visit to legal assistance office, brief description of problem, and attorney to whom referred. Files are accumulated and maintained by legal office receptionists for annual statistical reports and internal management purposes.		Destroy when 2 years old.	3	N1-NU-89-4 / 5801/2	
5801.3	LEGAL ASSISTANCE RECORDS	3. Legal Assistance Card Files. Manual and computer records designed to prevent representing multiple clients with conflicting interests (may include paragraph 2 above.)		Destroy when 2 years old, or later, to avoid conflict of interest.	3	N1-NU-89-4 / 5801/3	
5811.1	PRETRIAL MATTERS RECORDS	1. General Correspondence Files. Files relating to pretrial matters (military justice). Include Article 32 investigations not resulting in General Courts-Martial.		Destroy when 2 years old or purpose is served, whichever is earlier.	3	N1-NU-89-4 / 5811/1	
5812.1	COMMANDING OFFICER'S NONJUDICIAL PUNISHMENT RECORDS	1. Records Such As Unit Punishment Book Pages. Records relating to minor infractions of military discipline for which no judicial punishment is imposed.		Destroy when 2 years old.	3	N1-NU-89-4 / 5812/1	
5813.2	COURTS-MARTIAL TRIAL RECORDS	2. General Courts-Martial Cases and Special Courts-Martial Cases. Cases concerning an officer or involving a sentence to a punitive discharge consisting of copies or the record of trial accumulated and maintained by convening authorities.		Destroy 2 years after completion of appellate review and case becomes final, except destroy extra or information copies when purpose is served, whichever is sooner. (Article 76, UCMJ, defines finality.)	3	N1-NU-89-4 / 5813/2	
5814.1	COURTS-MARTIAL REVIEW AND APPEALS RECORDS	1. General Files. Files relating to courts-martial reviews and appeals accumulated by shore and fleet activities		Destroy when 2 years old or purpose is served, whichever is earlier.	3	N1-NU-89-4 / 5814/1	
5815.1	SENTENCES RECORDS	1. General Correspondence Files. Files relating to sentences (military justice) accumulated by shore and fleet activities.		Destroy when 2 years old or purpose is served, whichever is earlier.	3	N1-NU-89-4 / 5815/1	
5817.1	PERSONNEL OF COURTS RECORDS	1. General Correspondence Files. Files relating to personnel of courts (military justice) accumulated at shore and fleet activities. Include Biographies of Military Judges and JAG Corps officers.		Destroy when 2 years old or purpose is served, whichever is earlier.	3	N1-NU-89-4 / 5817/1	
5820.1	JURISDICTION, MILITARY AND/OR CIVIL, RECORDS	1. General Correspondence Files. Files relating to jurisdictional matters, military and/or civil, accumulated by shore and fleet activities.		Destroy when 2 years old or purpose is served, whichever is earlier.	3	N1-NU-89-4 / 5820/1	
5821.1	DELIVERY OF PERSONNEL RECORDS	1. General Correspondence Files. Files relating to delivery of personnel accumulated by shore and fleet activities.		Destroy when 2 years old or purpose is served, whichever is earlier.	3	N1-NU-89-4 / 5821/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5822.1	CIVIL COURTS RECORDS	1. General Correspondence Files. Files relating to civil courts (jurisdiction, military, civil) accumulated by shore and fleet activities.		Destroy when 2 years old or purpose is served, whichever is earlier.	3	N1-NU-89-4 / 5822/1	
5830.2	COURTS OF INQUIRY AND INVESTIGATIONS RECORDS	2. Miscellaneous Investigative Reports. Files regarding investigations into accidents involving government vehicles or craft or other incidents involving personnel or naval activities (other than courts-martial cases and claims investigations) accumulated by fleet and shore activities. Include NAVJAG 5800 injury reports and line of duty/misconduct investigations.		Destroy 3 years after all administrative actions are completed.	3	N1-NU-89-4 / 5830/2	
5830.3a	COURTS OF INQUIRY AND INVESTIGATIONS RECORDS	3. Security JAGMAN Reports/ Records/Case Files. Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel, as required by SECNAV M 5510.36. Maintained by commands and CNO (N09N2). (Privacy Act: N05830-1) a. Commands.		Destroy 1 year after case is closed.	3	N1-NU-01-1 / 5	
5880.2	ADMIRALTY RECORDS	2. General Correspondence and Supporting Documents Relating to Admiralty Cases Accumulated by The Naval Legal Service Offices, District Headquarters, Fleet Commands, and Other Shore Command Headquarters.		Destroy 3 years after closing files	3	N1-NU-89-4 / 5880/2	
5890.2	CLAIMS (OTHER THAN CONTRACT CLAIMS) RECORDS	2. Claims, Other Papers, and Documents Arising From the Administration of the General Claims Regulation Accumulated By Fleet or Shore Activities.		Destroy 3 years after all administrative, judicial, or other action is completed.	3	N1-NU-89-4 / 5890/2	
5900.1	GENERAL OFFICE SERVICES RECORDS	1. General Correspondence Files of Offices and Units Responsible For the Performance of Office or Administrative Services. Files include the providing of supplies and equipment; the handling of office space and maintenance matters; utilization and assignment of parking space; and the furnishing of stenographic, clerical, and other similar services. (Exclude primary program files of departmental offices responsible for DON overall space planning and utilization since these are permanent records.)		Destroy when 2 years old.	3	N1-NU-89-4 / 5900/1	
5900.3	GENERAL OFFICE SERVICES RECORDS	3. Records Relating to the Routine Review of Requests for Office Equipment, Equipment Requirement and Justification Records, and Machine Utilization Reports.		Destroy when 2 years old.	3	N1-NU-89-4 / 5900/3	
5900.9	GENERAL OFFICE SERVICES RECORDS	9. Presentation Services and Aids Records. Records relating to the use of conference rooms, graphic aids, speech aid devices, conference reporting services, and other similar matters.		Destroy when 2 years old.	3	N1-NU-89-4 / 5900/9	
5910.1b(1)	SPACE (REQUIREMENTS/ALLOCATIONS) RECORDS	1. Records Relating To Requirements for and Utilization and Release of Spaces. (See also SSIC 5900.1.) b. Space Holdings and Requirements Reports Submitted to Higher Authority or to Other Cognizant Authority. (1) Feeder reports and related working papers.		Destroy when 1 year old.	3	N1-NU-89-4 / 5910/1/B/1	
5910.1b(2)	SPACE (REQUIREMENTS/ALLOCATIONS) RECORDS	1. Records Relating To Requirements for and Utilization and Release of Spaces. (See also SSIC 5900.1.) b. Space Holdings and Requirements Reports Submitted to Higher Authority or to Other Cognizant Authority. (2) All other files.		Destroy when 2 years old.	3	N1-NU-89-4 / 5910/1/B/2	

5000-83	Information Management Control:	Records incolving licensing data collections obtained from the public, other Federal agencies, DoD and within the DON ensuring data collections follow Title 44 U.S.C. and DoD/DON Information Collection Programs. Includes: • registers or databases used to record and control the numbers and other identifying data assigned to each control symbol. • official case files consisting of the record copy of each control symbol sponsored by DON/DON component with related requiring documentation, superseded control symbol packages and documentation showing scope, purpose, and background material of the data collection.	Trigger(s)	TEMPORARY: Cutoff at control symbol cancellation. Destroy 3 years after cutoff. Longer retention authorized if needed for business use.	x		
5214.1a(1)	REPORTS MANAGEMENT RECORDS	1. Reports Management Case Files. a. Activity Case Files of Reports It Requires. Files include requiring directives, background material, justifications, usage data, and other supporting papers. (1) Headquarters level office files.		Place in inactive file when report is discontinued. Destroy 2 years after report is superseded, cancelled or discontinued.	3	N1-NU-89-4 / 5214/1/A/1	
5214.1a(2)	REPORTS MANAGEMENT RECORDS	1. Reports Management Case Files. a. Activity Case Files of Reports It Requires. Files include requiring directives, background material, justifications, usage data, and other supporting papers. (2) All other activity and office files		Place in inactive file when report is discontinued. Destroy inactive file when 2 years old.	3	N1-NU-89-4 / 5214/1/A/2	
5214.1b	REPORTS MANAGEMENT RECORDS	1. Reports Management Case Files. b. Submitting (Preparing) Activity Files. One copy of each report that an activity or office is required to prepare and submit to other field activities or offices, to departmental bureaus or offices, or to others.		Destroy when 2 years old.	3	N1-NU-89-4 / 5214/1/B	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-84	**Working Papers and Reference Information:**	Information accumulated in contribution to a final report, presentation, research paper, product, or other document. Includes information used for reference purposes only.	Trigger(s)	**TEMPORARY: Destroy when 6 months old.**	x		
5000.3	GENERAL ADMINISTRATION AND MANAGEMENT	3. Routine Correspondence. Request for information (routine information requiring no special research or compilations), publications, or supplies with the reply correspondence forwarding forms or correcting reports.		Destroy when 3 months old.	<1	N1-NU-89-4 / 5000/3	
5000.5	GENERAL ADMINISTRATION AND MANAGEMENT	5. Chronological (Day) or Reading Files. Extra copies of correspondence and other papers accumulated for convenience or routine administrative reasons, such as signature or action control or temporary informational purposes.		Destroy when 3 months old.	<1	N1-NU-89-4 / 5000/5	
5000.7	GENERAL ADMINISTRATION AND MANAGEMENT	7. Material of a General Informational Nature Not Requiring Action by the Receiving Activity or Office and Not Affecting the Procedures or Policies of the Receiving Activity or Office		Destroy upon completion of routing.	wnln	N1-NU-89-4 / 5000/7	
5000.8	GENERAL ADMINISTRATION AND MANAGEMENT	8. Policy, Procedures, and Precedent Reference Files. Extra copies of documents or operating procedures establishing policies or precedents for continuing or future action. Normally retained at the operating level, these consist of copies of operating procedures, statements of policies or procedures, examples of precedent-setting or of typical cases, and other similar DOD, Navy, or Marine Corps documents that are duplicated in subject (functional) file.		Destroy when organizational unit is disestablished or documents become obsolete or are no longer needed for operation or reference	wnln	N1-NU-89-4 / 5000/8	
5200.2a	GENERAL MANAGEMENT PROGRAMS AND TECHNIQUES RECORDS	2. Working Papers. Files containing project background records such as studies, analyses, notes, drafts, and interim reports. a. Final Action on Report Completed.		Destroy 6 months after final action.	<1	N1-NU-89-4 / 5200/2/A	
5219.2a	PUBLISHING MANAGEMENT RECORDS	2. Working Papers and Background Materials. a. Final Action on Report Completed.		Destroy 6 months after final action.	<1	N1-NU-89-4 / 5219/2/A	
5400.2	GENERAL ORGANIZATION, FUNCTIONS, AND STATUS RECORDS	2. Organization, Functions, and Status Reference Files. Copies of records documenting the history of the organization, its primary functions, procedures, essential transactions, and other policy matters. These are maintained for reference. (See SSIC 5750 for permanent history records.)		Destroy when no longer needed for reference or activity is disestablished.	wnln	N1-NU-89-4	
5000-85	**Transient Records:**	Information related to management and administration that has minimal or no documentary or evidential value.	Trigger(s)	**TEMPORARY: Destroy when 6 months old.**	x		**[$] Common across chapters. Need a common description for each.**
5000.4	GENERAL ADMINISTRATION AND MANAGEMENT	4. Acknowledgements and Transmittals of Inquiries or Requests That Have Been Referred Elsewhere for Reply.		Destroy when 3 months old.	<1	N1-NU-89-4 / 5000/4	
5000.6	GENERAL ADMINISTRATION AND MANAGEMENT	6. Local Routine Control Records Not Specifically Authorized for Other Disposal. Punched, index, or other card records; internal route slips; work sheets; rough drafts; control sheets; and other similar records used only to control or facilitate local action or work in progress.		Destroy when work is completed or when no longer needed for operating purposes	wnln	N1-NU-89-4 / 5000/6	moved to be with like records
5040.3e(1)	NAVAL COMMAND INSPECTION PROGRAM RECORDS	3. Survey and Inspection Reports Files. e. Other Activities' Report Files. Individual activities' files of copies of reports, surveys, and inspections, together with reports of action taken comments and recommendations, other supporting documentation and related correspondence. Include industrial survey reports, evaluation reports, reports of investigations, check lists, charts and other similar or related papers. (1) Informational material, check lists, and working papers summarized in final reports.		Destroy when purpose is served.	wnln	N1-NU-89-4 / 5040/3/E/1	moved to be with like records
5040.3e(2)	NAVAL COMMAND INSPECTION PROGRAM RECORDS	3. Survey and Inspection Reports Files. e. Other Activities' Report Files. Individual activities' files of copies of reports, surveys, and inspections, together with reports of action taken comments and recommendations, other supporting documentation and related correspondence. Include industrial survey reports, evaluation reports, reports of investigations, check lists, charts and other similar or related papers. (2) All other activities report files.		Destroy when superseded.	wnln	N1-NU-89-4 / 5040/3/E/2	moved to be with like records
5040.3f	NAVAL COMMAND INSPECTION PROGRAM RECORDS	3. Survey and Inspection Reports Files. f. Other Report Files. (Supporting documentation will be disposed of with the records they support.)		Destroy when superseded, action is completed, or purpose is served.	wnln	N1-NU-89-4 / 5040/3/F	moved to be with like records
5040.4	NAVAL COMMAND INSPECTION PROGRAM RECORDS	4. Survey Control Records. Cards or other records maintained as control, suspense, or status records of administrative, management, or other surveys or inspections.		Destroy when 3 months old, action is completed, or purpose is served, whichever is later.	<1	N1-NU-89-4 / 5040/4	
5050.1b	MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS RECORDS	1. Minutes and Reports of Meetings, Conferences, Conventions, and Visits. b. Official Record Copies of Proceedings of a Routine Nature.		Destroy when 6 months old.	<1	N1-NU-89-4 / 5050/1/B	
5050.2	MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS RECORDS	2. Security Provided for Meetings. Include Security Plan, Personnel Assignments, Evacuation Plans and Similar Records.		Destroy when 3 months old.	<1	N1-NU-89-4 / 5050/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5070.3	LIBRARIES AND LIBRARY SERVICES RECORDS	3. Chargeout Records. Chargeout cards or other records of material on loan, waiting lists, overdue notices, and other similar control records.		Destroy when document is returned or inventoried, after chargeout card is filled, or after appropriate action has been taken.	wnln	N1-NU-89-4 / 5070/3	moved to be with like records
5100.7	SAFETY AND OCCUPATIONAL HEALTH RECORDS	7. Vehicle Operator's Examination of Test Records. Examination or test forms for drivers operating naval vehicles. (Exclude the copy of the Operator's Qualifications and Record of Examination filed on the temporary side of the OPF.)		Destroy when 3 months old.	<1	N1-NU-89-4 / 5100/7	
5100.12	SAFETY AND OCCUPATIONAL HEALTH RECORDS	12. Local Records of Safety Equipment Issued (Such As Protective Shoes, Respirators, Goggles, Etc.).		Destroy when equipment is returned or inventoried	wnln	N1-NU-89-4 / 5100/12	moved to be with like records
5102.1a(2)	ACCIDENT INVESTIGATION AND REPORTING RECORDS	1. Reports and Forms. Files which deal with various aspects of personal injury, death, and property damage. These reports and forms are developed through investigative findings into such occurrences and are provided to NAVSAFCEN, as required, where the information is stored on a computer tape for long-term retention, or until no longer needed for research. NOTE: Only paper records are authorized for destruction. a. Personal Injury Files. (2) NAVSAFCEN files.		Destroy when no longer needed for research.	wnln	N1-NU-89-4 / 5102/1/A/2	moved to be with like records
5102.1b(2)	ACCIDENT INVESTIGATION AND REPORTING RECORDS	1. Reports and Forms. Files which deal with various aspects of personal injury, death, and property damage. These reports and forms are developed through investigative findings into such occurrences and are provided to NAVSAFCEN, as required, where the information is stored on a computer tape for long-term retention, or until no longer needed for research. NOTE: Only paper records are authorized for destruction. b. Motor Vehicle Accidents. (2) NAVSAFCEN files.		Destroy when no longer needed for research	wnln	N1-NU-89-4 / 5102/1/B/2	moved to be with like records
5110.2	MAIL AND POSTAL AFFAIRS RECORDS	2. Messenger Service Records. Records relating to internal messenger service, such as daily logs, assignment records, route schedules, delivery receipts, and other similar or related records.		Destroy when 2 months old, superseded, or cancelled, whichever is earlier.	<1	N1-NU-89-4 / 5110/2	
5110.3	MAIL AND POSTAL AFFAIRS RECORDS	3. Receipts or Other Records of Mail or Packages Sent Through the Official Mail and Messenger Service or by Guard Mail. (Exclude classified mail delivery records covered by SSIC 5110.5)		Destroy when 6 months old.	<1	N1-NU-89-4 / 5110/3	
5110.11	MAIL AND POSTAL AFFAIRS RECORDS	11. Requisitions for Stamps. (Exclude copies used as supporting documents to payment vouchers.)		Destroy when 6 months old.	<1	N1-NU-89-4 / 5110/11	
5110.12	MAIL AND POSTAL AFFAIRS RECORDS	12. Notices to Receive Mail and Related Cards or Other Control Records		Destroy 5 months after individual is transferred or separated or when notice becomes obsolete, whichever is earlier.	<1	N1-NU-89-4 / 5110/13/B	
5110.13b	MAIL AND POSTAL AFFAIRS RECORDS	13. Appointment Records for Unit Mail Clerks or Mail Orderlies. b. Appointment Forms.		Destroy when appointment is withdrawn.	wnln	N1-NU-89-4 / 5110/13/B	moved to be with like records
5120.5	UNITED STATES SAVINGS BONDS RECORDS	5. Records Relating to Receipt for and Transmittal of Bonds and Control Records for Bonds Placed in and Released from Safekeeping.		Destroy when 3 months old.	<1	N1-NU-89-4 / 5120/5	
5120.6	UNITED STATES SAVINGS BONDS RECORDS	6. Other Records. Files prepared for local controls or administrative purposes, including punched cards, microfilm, or type records used to accumulate local savings bond operations data.		Destroy when purpose is served.	wnln	N1-NU-89-4 / 5120/6	moved to be with like records
5120.8	UNITED STATES SAVINGS BONDS RECORDS	8. Marine Corps' Records and Correspondence from Individual Marines Relating to Receipt for and Transmittal of Bonds Placed in or Released From Safekeeping.		Destroy when 3 months old.	<1	N1-NU-89-4 / 5120/8	
5210.1b	RECORDS MANAGEMENT PROGRAM RECORDS	1. Files Pertaining to Programs, Plans, Policies, and Procedures for Managing and Improving Records Management. b. All Other Commands/Activities Files.		Destroy when program is cancelled, superseded or no longer needed for reference.	wnln	N1-NU-89-4 / 5210/1/B	moved to be with like records
5219.3b(1)(d)	PUBLISHING MANAGEMENT RECORDS	3. Publications and Publications Reference Files. Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials. b. All Other Copies. Maintained for reference purposes on a need-to-know basis and consisting of publications essential to operations. These are arranged in a manner that will best serve reference requirements, generally by source. (1) Communications Security Material Systems (CMS) Material. (d) Copies of messages relating to CMS- distributed publications or CMS policy maintained by CMS offices.		Destroy when 18 months old.	<1	N1-NU-89-4 / 5219/3/B/1/D	
5230.4a	AUTOMATIC DATA PROCESSING AND INFORMATION SYSTEMS RECORDS	4. ADP Applications Data Tapes. Tapes used to introduce data into or through the system. a. Input Tapes. Include raw data, source document data, and general input data extracted or connected from unit record facilities that have been verified.		Destroy when 6 days old or after 3 generations, whichever is earlier.	<1	N1-NU-89-4 / 5230/4/B	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5230.4b	AUTOMATIC DATA PROCESSING AND INFORMATION SYSTEMS RECORDS	4. ADP Applications Data Tapes. Tapes used to introduce data into or through the system. b. Working Tapes. Tapes that have been verified and used to move data into/through a system from one step to the next.		Destroy when 3 days old.	<1	N1-NU-89-4 / 5230/4/B	
5230.4e	AUTOMATIC DATA PROCESSING AND INFORMATION SYSTEMS RECORDS	4. ADP Applications Data Tapes. Tapes used to introduce data into or through the system. e. Printing Tapes. Include source data print tapes used to produce printed output.		Destroy when printouts are prepared and approved (minimum retention period is 3 days).	wnin	N1-NU-89-4 / 5230/4/E	moved to be with like records
5232.1	EVALUATIONS AND REVIEW RECORDS	1. Office or Activity Records Concerning Readiness Reviews, Performance Evaluations, Etc.		Destroy when no longer valid or current.	wnin	N1-NU-89-4 / 5232/1	moved to be with like records
5141.5b	MILITARY MUSIC	5. Audio and Visual Recording Of Special Events and Concerts. b. Records maintained by Marine Corps Bands.		Destroy when no longer required for band's mission, and upon specific approval of band director.	wnin	N1-NU-89-4 / 5141/5/B	moved to be with like records
5291.1c(1)(c)1	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. i. Audiovisual items originated by the Army or Air Force;		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	wnin	N1-NU-89-4 / 5291/1/C/1/C/1	moved to be with like records
5291.1c(1)(c)2a	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 2. Audiovisual Productions, i.e., Completed or Edited Films or Tapes that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. a. Redundant, defective, or purely local and/or transitory;		Destroyed when no longer needed applies to 5291.c(1)(c)2.a thru -g	wnin	N1-NU-89-4 / 5291/1/C/1/C/2/A	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1c(1)(c)2b	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 2. Audiovisual Productions, I.E., Completed or Edited Films or Tapes that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. b. Show routine managerial and personnel training activities;		Destroyed when no longer needed applies to 5291.c(1)(c)2.a thru -g	wnin	N1-NU-89-4 / 5291/1/C/1/C/2/B	moved to be with like records
5291.1c(1)(c)2c	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 2. Audiovisual Productions, I.E., Completed or Edited Films or Tapes that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. c. Show lecturas, panel discussions, classroom training sessions or briefings lacking in substantive pictorial or aural information;		Destroyed when no longer needed applies to 5291.c(1)(c)2.a thru -g	wnin	N1-NU-89-4 / 5291/1/C/1/C/2/C	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1c(1)(c)2d	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 2. Audiovisual Productions, i.E., Completed or Edited Films or Tapes that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. d. Productions originated by other Government agencies;		Destroyed when no longer needed applies to 5291.c(1)(c)2.a thru -g	wnln	N1-NU-89-4 / 5291/1/C/1/C/2/D	moved to be with like records
5291.1c(1)(c)2e	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 2. Audiovisual Productions, i.E., Completed or Edited Films or Tapes that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. e. Illustrate routine installation, assembly, maintenance, testing and repair of individual components of a larger weapons system or piece of equipment (as opposed to productions that pertain to a weapons system or piece of equipment in its entirety);		Destroyed when no longer needed applies to 5291.c(1)(c)2.a thru -g	wnln	N1-NU-89-4 / 5291/1/C/1/C/2/E	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1c(1)(c)2f	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps-sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 2. Audiovisual Productions, I.E., Completed or Edited Films or Tapes that meat the following criteria are TEMPORARY and will be destroyed when no longer needed. f. Illustrate only limited aspects of the overall operation and use of a weapons system or piece of equipment (e.g., productions that deal only with its assembly and installation, as opposed to all aspects of its operation);		Destroyed when no longer needed applies to 5291.c(1)(c)2.a thru -g	wnin	N1-NU-89-4 / 5291/1/C/1/C/2/F	moved to be with like records
5291.1c(1)(c)2g	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps-sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 2. Audiovisual Productions, I.E., Completed or Edited Films or Tapes that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. g. Highly technical or instructional training productions that support or repeat information, techniques, or procedures described in other sources such as textbooks, manuals, or other publications.		Destroyed when no longer needed applies to 5291.c(1)(c)2.a thru -g	wnin	N1-NU-89-4 / 5291/1/C/1/C/2/G	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1c(1)(c)1a	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps-sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. a. Redundant, defective, or purely local and/or transitory;		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	wnin	N1-NU-89-4 / 5291/1/C/1/C/1/A	moved to be with like records
5291.1c(1)(c)1b	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps-sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. b. Document routine award, promotion, change of command, and similar ceremonies (except Medal of Honor award ceremonies; change of command ceremonies ashore for admirals or Marine Corps generals; and afloat for vice admirals or above; and those in which the President, Vice President, Secretary of Defense, or Secretary of the Navy was a participant);		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	wnin	N1-NU-89-4 / 5291/1/C/1/C/1/B	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1c(1)(c)1c	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps-sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. c. pertain to routine basic and advanced training activities such as drills, marches, classroom activities, etc., whether aboard ship or ashore (except for selected items retained to illustrate Navy or Marine Corps life);		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	1wnin	N1-NU-89-4 / 5291/1/C/1/C/1/C	moved to be with like records
5291.1c(1)(c)1d	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. d. document routine and/or repetitive activities undertaken in connection with recurring peacetime operations and training exercises (except for selected items retained to illustrate Navy or Marine Corps life);		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	1wnin	N1-NU-89-4 / 5291/1/C/1/C/1/D	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1c(1)(c)1e	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. e. Document the appearance, use, or operation of equipment widely used in the civilian arena and employed by Navy or Marine Corps in the same manner and for the same purposes;		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	wnin	N1-NU-89-4 / 5291/1/C/1/C/1/E	moved to be with like records
5291.1c(1)(c)1f	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. f. Redundant imagery or recordings pertaining to the development, testing, use, operation, and maintenance of military equipment and material (except for the introduction of new weapons or technology);		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	wnin	N1-NU-89-4 / 5291/1/C/1/C/1/F	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1c(1)(c)1g	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps-sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. g. Scenic photography or wild sound without any documentary value as to time, place, or historical condition;		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	wmln	N1-NU-89-4 / 5291/1/C/1/C/1/G	moved to be with like records
5291.1c(1)(c)1h	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps-sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. h. Outtakes (supplements) to Navy motion pictures (MN's) that do not document combat operations;		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	wmln	N1-NU-89-4 / 5291/1/C/1/C/1/H	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.1c(1)(c)1j	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. j. most launchings, christenings, or commissioning of ships (except those of aircraft carriers (CV), battleships (BB), atomic submarines (SSN), and the first of each class of submarines, cruisers, and destroyers);		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	wnin	N1-NU-89-4 / 5291/1/C/1/C/1/J	moved to be with like records
5291.1c(1)(c)1k	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps. c. Motion Media. Navy and Marine Corps- sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described. (1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps-sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials. (c) Held by the DOD Motion Media Records Center. 1. Unedited Materials that meet the following criteria are TEMPORARY and will be destroyed when no longer needed. k. Out of focus or poor photography, or poor quality audio (except when related to combat operations).		Destroyed when no longer needed applies to 5291.c(1)(c)1.a thru -k	wnin	N1-NU-89-4 / 5291/1/C/1/C/1/K	moved to be with like records
5291.3a(4)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. a. Still Photography. Black-and-white, color negative, color transperency photography; and slide sets and filmstrips and accompanying audio recordings or scripts. Covering: (4) Negatives and prints which are valueless due to faulty photography, or because of similarity, are considered to be duplications.		Destroy when no longer needed.	wnin	N1-NU-89-4 / 5291/3/A/4	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.3b(3)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. b. Graphic Arts. Posters: 2 copies. Original art: original and photographic copy if one exists. (3) Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.		Destroy when no longer needed for publication or reprinting.	wnin	N1-NU-89-4 / 5291/3/B/3	moved to be with like records
5291.3c(2)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. c. Motion Pictures, including Category 1 Programs. Navy-and Marine Corps-sponsored films: original negatives or color originals and separate sound tracks, intermediate master positives or duplicate negatives plus optical sound tracks, and sound projection prints or video recordings. Acquired films: projection prints or one projection print and a video recording. Unedited footage: original negatives or color originals, work prints, and an intermediate positive or duplicate negatives. (2) Films acquired from outside sources for personnel entertainment and recreation.		Destroy when no longer needed.	wnin	N1-NU-89-4 / 5291/3/C/2	moved to be with like records
5291.3c(3)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. c. Motion Pictures, including Category 1 Programs. Navy-and Marine Corps-sponsored films: original negatives or color originals and separate sound tracks, intermediate master positives or duplicate negatives plus optical sound tracks, and sound projection prints or video recordings. Acquired films: projection prints or one projection print and a video recording. Unedited footage: original negatives or color originals, work prints, and an intermediate positive or duplicate negatives. (3) Routine surveillance footage.		Destroy when no longer needed.	wnin	N1-NU-89-4 / 5291/3/C/3	moved to be with like records
5291.3d(2)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. d. Video Recordings, including Category 1 Programs. The original or earliest generation of recording and a dubbing if one exists. (2) Programs acquired from outside sources for personnel entertainment and recreation.		Destroy when no longer needed	wnin	N1-NU-89-4 / 5291/3/D/2	moved to be with like records
5291.3d(3)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. d. Video Recordings, including Category 1 Programs. The original or earliest generation of recording and a dubbing if one exists. (3) Rehearsal or practice tapes.		Destroy immediately.	wnin	N1-NU-89-4 /5291/3/D/3	moved to be with like records
5291.3d(5)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. d. Video Recordings, including Category 1 Programs. The original or earliest generation of recording and a dubbing if one exists. (5) Routine surveillance recordings.		Destroy when no longer needed.	wnin	N1-NU-89-4 / 5291/3/D/5	moved to be with like records
5291.3d(7)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. d. Video Recordings, including Category 1 Programs. The original or earliest generation of recording and a dubbing if one exists. (7) Recordings that document routine meetings and award presentations.		Destroy when no longer needed.	wnin	N1-NU-89-4 / 5291/3/D/7	moved to be with like records
5291.3d(8)	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. d. Video Recordings, including Category 1 Programs. The original or earliest generation of recording and a dubbing if one exists. (8) Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by CFR 101-11.411-4.		Destroy when no longer needed.	wnin	N1-NU-89-4 / 5291/3/D/8	moved to be with like records
5291.3e	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only that have no continuing general or historical interest to the Navy or Marine Corps. e. Sound Records of Transitory Information.		Erase or destroy when purpose has been served.	wnin	N1-NU-89-4 / 5291/3/E	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5291.4	VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS	4. MDI is a private enclave of electronic sensors and automated monitoring equipment supporting physical security for Marine Corps installations. The system consists of sensors installed at buildings or areas to detect and report access activity – both authorized and unauthorized. Sensor information flows across a dedicated private communications enclave to a central monitoring point located in the Provost Marshall's Office (PMO). Windows servers at the monitoring point process sensor data, store the results in a database, and generate displays for operator action. Closed circuit television video is also in use where needed and the video is stored on digital video recorders at PMO. MDI is deployed at all USMC installations worldwide.		TEMPORARY. Cut off after 30 days Destroy when no longer needed for business purposes.	<1	DAA-0127-2014-0014-0002	
5312.1	UTILIZATION RECORDS	1. Various Records/Reports Addressing The Utilization/Employment of Personnel, Including, But Not Limited To, Distribution of Personnel To Activity Type, Distribution of Personnel By Geographic Area, and Personnel Requirements By Pay Grade/Rating/Specialty/Officer Community/Etc.		Destroy when no longer needed for reference.	wnln	N1-NU-89-4 / 5312/1	moved to be with like records
5314.1	STATISTICS RECORDS	1. Various Reports/Records Addressing Manpower/Personnel Statistics By Paygrade/Rating/Specialty/Officer Community/Etc. Files include demographic breakdowns of personnel inventory and personnel statistics by paygrade/rating/specialty/officer community/etc.		Destroy when no longer needed for reference.	wnln	N1-NU-89-4 / 5314/1	moved to be with like records
5380.1d	SERVICES RECORDS	1. Records of Morale, Welfare, and Recreation Clubs, Associations, and Facilities and Other Personnel Service Activities Financed From Non-Appropriated Funds. d. Other Civilian Employee Records. (Records not covered in SSIC 5380.1c.)		Destroy when purpose is served.	wnln	N1-NU-89-4 / 5380/1/D	moved to be with like records
5410.1	DEPARTMENT OF DEFENSE AND INTERSERVICE RECORDS	1. Reference Files Applicable to Navy, DOD, Other Services, and Could Include Civilian Agencies of the Federal Government. Examples may include, but are not limited to: Federal Executive Boards, emergency relocation plans, and administrative and logistic supports.		Destroy when superseded, cancelled, or no longer needed for reference, whichever is earlier.	wnln	N1-NU-89-4 / 5410/1	moved to be with like records
5442.1a	STATUS OF AIRCRAFT RECORDS	1. Records Prepared Under the Aircraft Accounting System (Current Version of OPNAVINST 5442.2). a. Copies of Aircraft Custody/Status Change Report (OPNAV 5442-1 (MIN: Considered)).		Destroy when 6 months old.	<1	N1-NU-89-4 / 5442/1/A	
5442.1b	STATUS OF AIRCRAFT RECORDS	1. Records Prepared Under the Aircraft Accounting System (Current Version of OPNAVINST 5442.2). b. Copies of Aircraft Accounting Audit Report (OPNAV 5442-6 (MIN: Considered)).		Destroy when 6 months old.	<1	N1-NU-89-4 / 5442/1/B	
5450.2	SHORE ESTABLISHMENT RECORDS	2. Organizational Background. Records of management of shore activities connected with reviewing for establishment or disestablishment of shore activities, or modification, including modification of manpower levels, both military and civilian.		Destroy when no longer needed for reference.	wnln	N1-NU-89-4 / 5450/2	moved to be with like records
5450.3	SHORE ESTABLISHMENT RECORDS	3. Inspection and Audit Reports or Reviews of Commands and Activities Based Ashore.		Destroy when no longer needed for reference.	wnln	N1-NU-89-4 / 5450/3	moved to be with like records
5510.3a	INFORMATION SECURITY RECORDS	3. Security Container Records Files. Forms placed on safes, cabinets, vaults, or secured rooms containing classified documents and used as a record of entry into and checking of containers such as locking doors and windows, and activating alarms. Includes forms such as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet. Privacy Act: N/A a. Form Not involved in an investigation.		Destroy 1 day following the last entry on the form, except:	<1	N1-NU-01-3 / 8	
5510.5c(2)	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records c. Foreign Disclosure Authorization (DA), training, publications, or documents. DAs for these purposes are the review, coordination, and approval/disapproval for the disclosure of classified or controlled unclassified material or information. Material reviewed includes (1) foreign military training courses, course curricula (sets of course), or manuals; (2) tactical and other publications; (3) documents (nuclear-related, Navy, or Navy-interest; etc.); or (4) draft TTSARBs (see 5510.2a); etc. DAs are requested through (1) FMS and similar cases; (2) government-to-government requested documents; or (3) transfer/lease/loan/grant of defense articles, such as ships; or (4) review of draft TTSARB; etc. (2) Requesting Command.		Destroy when deemed unnecessary.	wnln	N1-NU-02-5 / 7	moved to be with like records
5510.5e(2)(a)	INFORMATION SECURITY RECORDS	5. Foreign Disclosure Records e. Delegation of Disclosure Authority Records. These include General Delegations; Delegations of Disclosure Letters (DDLs) issued in support of International Information Exchange Agreements; and DDLs for International Cooperative Programs. (2) DDL's in support of International MOUs/MOAs for Information Exchange or Foreign Cooperative Program. (a) Record copy.		Dispose with MOU.	wnln	N1-NU-02-5 / 12	moved to be with like records
5512.1a	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	1. Records relating to applications for and issuance of permanent identification badges, cards, and passes. a. Badges and Passes.		Destroy 3 months after return to issuing office.	<1	N1-NU-89-4 / 5512/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5512.1b	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	1. Records relating to applications for and issuance of permanent identification badges, cards, and passes. b. Records of issuance.		Destroy 6 months after new accountability system is established or 1 year after final disposition of each issuance record is entered in retention log or similar record, whichever is earlier.	<1	N1-NU-89-4 / 5512/1/B	
5512.2a	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	2. Records and correspondence relating to applications for and issuance of temporary personnel badges, cards, and passes. a. Records of Admission to Special (Maximum Security) Areas.		Destroy when no longer needed.	wnln	N1-NU-89-4 / 5512/2/A	moved to be with like records
5512.3	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	3. Cards or similar records used to verify identity of new employees and requests or orders for badges or passes.		Destroy when verification is accomplished or badge or pass has been prepared and delivered.	wnln	N1-NU-89-4 / 5512/3	moved to be with like records
5512.8a	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	8. Property Passes. Personal and public property passes and property pass books a. Personal Property Passes Authorizing the Removal of Property or Material.		Destroy 3 months after expiration.	<1	N1-NU-89-4 / 5512/8/A	
5512.12	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	12. Baggage Record Cards.		Destroy when 6 months old.	<1	N1-NU-89-4 / 5512/12	
5512.13	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	13. Emergency Medical Tags. Medical identification tags.		Destroy when 6 months old.	<1	N1-NU-89-4 / 5512/13	
5512.17b(1)	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	17. Naval Criminal Investigative Service (NCIS) Investigator Badge, Credential And Protective Service Pin Controls Records. Information showing the issue and control of badges, credentials and pins naming NCIS civilian and military personnel. Included are receipts, log books, loss/recovery reports, inventories, inspections, destruction lists and related documents. (Privacy Act: N01070-12) b. Receipts and credentials by persons to whom badges, credentials and or pins are issued upon their: (1) Departure:		Destroy 90 days after final surrender of credentials.	<1	N1-NU-98-2 / 5512/17/B/1	
5527.3a(1)(b)	INVESTIGATIONS RECORDS	3. NCIS Investigations of Special Activities a. Agent Applications for Positions with NCIS. Information concerning DOD-affiliated and non-DOD-affiliated applicants. (Privacy Act: N05520-4) (1) Applicants not hired by NCIS. (b) Non-DOD-affiliated.		Destroy when 90 days old.	<1	N1-NU-98-2 / 5527/3/A/1/B	
5530.1b	PHYSICAL SECURITY RECORDS	1. Records Relating To the Issuance of and Accountability for Keys. Information used to maintain accountability for keys and locks, key and lock access rosters and reports of inventories. This information is used in the physical security of conventional arms, ammunition and explosives; classified defense information and other government property not specifically provided for elsewhere in this instruction. Included are key control registers, key and lock inventory records and similar information. Privacy Act: N07320-1 b. Other Areas.		Destroy 6 months after turn-in of key.	<1	N1-NU-89-4 / 5530/1/B	
5531.1b	INDUSTRIAL SECURITY RECORDS	1. Requests for Proposals and Proposed or Bid Invitations. b. No Contract.		Destroy 6 months after recovery or 6 months after recovery or 6 months after date that disposition of classified matter has been accomplished.	<1	N1-NU-89-4 / 5531/1/B	
5532.1	FACILITIES SECURITY RECORDS	1. Central Index File (CIF) cards. Facility records of industrial facilities security clearances. (Duplicated in retained central index file of the Industrial Security Board, DOD.)		Destroy 6 months after superseded or termination of facility.	<1	N1-NU-89-4 / 5532/1	
5532.3	FACILITIES SECURITY RECORDS	3. Facility clearance status reports (lists) of subcontractors. These are furnished to prime contractors upon request		Destroy when 6 months old.	<1	N1-NU-89-4 / 5532/3	
5532.4b(1)	FACILITIES SECURITY RECORDS	4. Facility clearance case files. Records of facilities having security clearances, consisting of copies of facility security clearance surveys, security agreements, letters of consent, letters of notification of facility security clearance, and other similar and related papers. b. Letters of Consent. (1) When letters of consent cover interim clearances.		Destroy when final clearance is issued.	wnln	N1-NU-89-4 / 5532/4/B/1	moved to be with like records
5532.4b(2)	FACILITIES SECURITY RECORDS	4. Facility clearance case files. Records of facilities having security clearances, consisting of copies of facility security clearance surveys, security agreements, letters of consent, letters of notification of facility security clearance, and other similar and related papers. b. Letters of Consent. (2) In case of death or termination of employment or security clearance. (See also SSIC 5521.2.)		Remove letter of consent from the case file and destroy immediately after the CIF card has been forwarded to the CIF.	wnln	N1-NU-89-4 / 5532/4/B/2	moved to be with like records
5532.2	FACILITIES SECURITY RECORDS	2. Card records of facility clearance status. Files indicating security clearance required for access to the facility.		Retain on board. Destroy upon disestablishment of the activity.	wnln	N1-NU-89-4 / 5532/2	moved to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5532.6	FACILITIES SECURITY RECORDS	6. Industrial security inspection checklist for contractors' facilities. Form is completed by DON, Army, and Air Force for facilities under their cognizance and the cognizant security office maintains official permanent files.		Destroy when superseded.	wnin	N1-NU-89-4 / 5532/6	moved to be with like records
5560.1	TRAFFIC CONTROL AND PARKING RECORDS	1. Records Relating To Applications for and Issuance of Car Parking Permits.		Destroy 3 months after permit lapses or returned to issuing office.	<1	N1-NU-89-4 / 5560/3	
5560.3	TRAFFIC CONTROL AND PARKING RECORDS	3. Records Relating To the Issuance of Automobile Plates.		Destroy 5 months after plates are returned.	<1	N1-NU-89-4 / 5560/3	
5580.4d(3)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. d. Non-Investigative Reports. Consists of reports concerning non-investigative issues such as criminal intelligence and information reports, protective operations, law enforcement briefings, and sources administration. (3) Law Enforcement Briefings. Consists of requests for, records and copies of law enforcement briefings pertaining to topics such as fraud awareness, crime prevention. (Privacy Act: N/A)		Destroy after 1 year or when no longer current, whichever is later.	wnin	N1-NU-98-2 / 5580/4/D/3	moved to be with like records
5580.4f(2)	LAW ENFORCEMENT RECORDS	4. NCIS Criminal Investigative Records. Files relating to law enforcement information and criminal investigative cases. f. Case Administrative Documents. Includes administrative documents associated with the case or the administration of the case (SSIC 5580.4a(3) and 4b(3)) retained at the creating office. These records may be retained in either hardcopy or electronic/imaged format. (2) Case Tracking and File Management Form:		Destroy/delete 90 days after the case file copy is destroyed/deleted.	<1	N1-NU-06-6 / 4	
5580.7c	LAW ENFORCEMENT RECORDS	7. Civil Disturbance Files. The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions. c. Data, Which Pertains to Early, Warning of Incidents, Potential Threats, and Situation Estimates. Data obtained from Federal, state or local investigative or law enforcement agencies (which duplicates files maintained by the originating agency) prior to commitment of Federal troops and subject to evaluation to determine pertinency with no DOD file being created or no DOD information generated. (Privacy Act: To be determined.)		Destroy 60 days after termination of the specific situation or incident.	<1	N1-NU-98-2 / 5580/7/C	
5580.7d	LAW ENFORCEMENT RECORDS	7. Civil Disturbance Files. The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions. d. Data Collected or Developed by DOD Components during a Period When Field Acquisition, Reporting, or Processing Activities have been specifically Authorized by the Secretary of Defense. Data includes unconfirmed, fragmentary, routine, or transitory material not included as background data in SSIC 5580.5c (Privacy Act: To be determined.)		Destroy 60 days after termination of the civil disturbance.	<1	N1-NU-98-2 / 5580/7/D	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5580.8b	LAW ENFORCEMENT RECORDS	8. Files Relating To Non-DOD Affiliated U.S. Citizens, Organizations or Foreign Nationals. Information contained in these files, to the extent that it concerns U.S. persons, is collected in accordance of Executive Order 12333, dated 4 December 1981, or for force protection purposes. b. Activities or Events Not Posing a Continuing Threat. Information originated by, and received or acquired from, agencies outside the DOD during the course of routine investigative or liaison activity which after receipt is subsequently determined to fall outside the area of interest of the DOD, or which is determined not to pose a threat to DOD personnel, property, or functions and no DOD file is created or DOD information generated. (Privacy Act: To be determined.)		Destroy immediately after an evaluation determines a threat does not exist or no later than 90 days after receipt, whichever is earlier.	wnin	N1-NU-98-2 / 5580/8/B	moved to be with like records
5600.5	GENERAL MICROGRAPHICS PUBLICATIONS, PRINTING, DUPLICATING, AND REPRODUCTION RECORDS	5. Reference Files of Publications.		Destroy when obsolete, cancelled, or no longer needed for reference. (Return current and usable publications no longer needed to appropriate Cog I stocking segment of the Navy Supply System.)	wnin	N1-NU-89-4 / 5600/5	moved to be with like records
5602.3	PREPARATION RECORDS	3. Background material, drafts, and other papers used in developing and preparing publications.		Destroy when publication is completed and published or purpose is served, whichever is earlier.	wnin	N1-NU-89-4 / 5602/3	moved to be with like records
5603.3b	PRODUCTION RECORDS	3. Job Jacket (Case or Project) Files. Papers accumulated by publications and printing service offices or similar activities for each printing, binding, or reproduction job. Files consist of such papers as copies of job requests or orders, material withdrawal requisitions, pricing schedules, job cost reports, samples of jobs produced, receipts for completed work, specifications, and other related papers. (See also SSIC 5602.2.) b. Navy Activities.		Destroy when publication is superseded or obsolete and no longer required for reference.	wnin	N1-NU-89-4 / 5603/3/B	moved to be with like records
5603.4	PRODUCTION RECORDS	4. Delivery unit copies of signed receipts for completed work.		Destroy when 6 months old.	<1	N1-NU-89-4 / 5603/4	
5603.5a	PRODUCTION RECORDS	5. Production Planning and Scheduling Records. a. Production Control or Progressing Records. Control stubs, tickets, or other local forms used as job status records or for posting to pricing schedules.		Destroy when 3 months old.	<1	N1-NU-89-4 / 5603/5/A	
5603.5b	PRODUCTION RECORDS	5. Production Planning and Scheduling Records. b. Production Reports or Other Records. Files relating to work production breakdowns, such as estimated number of units of productions per job in each cost process. Files include planning copies of requisitions.		Destroy when 6 months old.	<1	N1-NU-89-4 / 5603/5/B	
5605.2	DISTRIBUTION RECORDS	2. Publications and Forms Requisitions and Shipping Order Files. Copies of requisitions, shipping orders, transfer requests, and related papers accumulated by publications supply activities and by activities and offices requisitioning publications and forms from stock.		Destroy when 6 months old.	<1	N1-NU-89-4 / 5605/2	
5720.6	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	6. Anonymous Letters, Letters of Complaint or Criticism, or Letters Containing Suggestions. Include replies on which no investigation is made or administrative action taken.		Destroy when 3 months old.	<1	N1-NU-89-4 / 5720/6	
5720.8	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	8. Research Reference Files. Press clippings, newspapers, and other materials accumulated for reference articles, stories, etc., pertaining to or of interest to the Navy and Marine Corps.		Destroy when purpose is served.	wnin	N1-NU-89-4 / 5720/8	moved to be with like records
5724.1b(1)	FLEET HOME TOWN NEWS RECORDS	1. Fleet Home Town News Center Records. b. Photographic Prints Accumulated by the Fleet Home Town News Center. (1) Address of person portrayed is available.		Return prints to originator if known; otherwise destroy after 90 days.	<1	N1-NU-89-4 / 5724/1/B/1	
5727.3	MEDIA RELATIONS RECORDS	3. Subject Reference Files. Files include fact sheets, related clipping media queries, and background information used for research and reference.		Destroy when purpose is served.	wnin	N1-NU-89-4 / 5727/3	moved to be with like records
5752.1	SHIPS HISTORY SOURCE FILE	1. Records of The Naval Historical Center Documenting the History of U.S. Navy Ships. Records include cruise books, builders brochures, clippings, photographs, and miscellaneous printed material. Exclude command histories (filed under SSIC 5757), name files (SSIC 5030), and Deck Logs.		Destroy when no longer needed for reference.	wnin	N1-NU-89-4 / 5752/1	moved to be with like records
5755.1a	MUSEUM RECORDS	1. Records of the Curator for the Navy and the Marine Corps Historical Centers. a. Records documenting accreditation of Navy and Marine Corps Museums, eligibilities of museums, and accounting responsibilities.		Destroy when no longer required.	wnin	N1-NU-89-4 / 5755/1/A	moved to be with like records
5755.1c	MUSEUM RECORDS	1. Records of the Curator for the Navy and the Marine Corps Historical Centers. c. Exhibit Files. Design, construction, and background records for exhibits at Navy museums.		Destroy when exhibit is dismantled.	wnin	N1-NU-89-4 / 5755/1/C	moved to be with like records
5770.3	GENERAL AFRTS RECORDS	3. Commendation and Complaint Correspondence. Anonymous letters, letters of commendation, complaint, criticism, suggestions, and replies.		Destroy when 3 months old.	<1	N1-NU-89-4 / 5770/3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5810.2c	MILITARY JUSTICE RECORDS	2. Electronic Military Justice Case Tracking and Reporting Systems. Files accumulated by OJAG. c. Electronic files maintained for statistical purposes. NOTE: All Transfers of data and documentation will be in accordance with the provisions of 36 CFR 1228.		Maintain at OJAG headquarters for as long as database is necessary for organizational analysis and planning. (Non-records according to NARA 1998 Review.")	wnin	NARA 1998 Review	moved to be with like records
5814.2e	COURTS-MARTIAL REVIEW AND APPEALS RECORDS	2. Appellate Case Tracking System. This system is used to track the status of courts-martial cases reviewed by the Navy-Marine Corps court of criminal appeals and appealed to the U.S. Court of Appeals for the armed forces. Provides management and statistical information. e. Electronic files accumulated by OJAG Headquarters. NOTE: All transfer of data and documentation will be in accordance with the provisions of 36 CFR 1228.		Maintain at Headquarters for as long as database is necessary for organizational planning and analysis. (Non-records according to NARA 1998 Review.")	wnin	NARA 1998 Review	moved to be with like records
5900.2	GENERAL OFFICE SERVICES RECORDS	2. Administrative or Office Service Copies or Requests or Requisitions for Office Equipment and Supplies. Requests for services or work order requests, including building and equipment maintenance service requests, other similar records, and related correspondence.		Destroy when 6 months old after request is filled or cancelled.	<1	N1-NU-89-4 / 5900/2	
5900.5b	GENERAL OFFICE SERVICES RECORDS	5. Mailing or Distribution Lists and Related Material. b. Correspondence, Request Forms, and Other Records Relating to Changes in Mailing Lists.		Destroy when 3 months old or action has been completed, whichever is earlier.	<1	N1-NU-89-4 / 5900/5/B	
5930.2	STENOGRAPHIC, CLERICAL, AND MESSENGER RECORDS	2. Internal Messenger Records, Such As Logs, Assignment or Route Schedules, and Delivery Receipts. (See SSIC 5900.6 for other mail and messenger records.)		Destroy when 6 months old, superseded, or cancelled, whichever is earlier.	<1	N1-NU-88-4 / 5930/2	
5861.2	LEGISLATIVE PROPOSALS RECORDS	2. Legislative Reference Files. Copies of proposed legislation and of Executive Orders accumulated for information. (Exclude files covered in SSIC 5861.1.)		Destroy when purpose is served.	wnin	N1-NU-89-4 / 5861/2	moved to be with like records
5862.1	LEGISLATIVE ENACTMENTS RECORDS	1. Reference Files of Copies of Legislative Enactments and Related Index Records		Destroy when purpose is served.	wnin	N1-NU-89-4 / 5862/1	moved to be with like records
5870.2	PATENT, INVENTION, COPYRIGHT, TRADEMARK AND ROYALTY PAYMENT RECORDS	2. Routine Internal Operation and Administration of Activities Concerning the Handling of Patent, Invention, Copyright, Trademark and Royalty Payment Matters. General correspondence files and documents at any Navy office.		Destroy when purpose is served.	wnin	N1-NU-89-4 / 5870/2	moved to be with like records

5000.86	Subordinate Command Plans and Policies	Implementing directives and instructions issued or maintained by subordinate commands. Includes local activity copies of delegation, succession of authority.	Trigger(s)	TEMPORARY: Destroy when superseded or canceled.	x		[$] Common across chapters. Need a common description for each.
5000.10a	GENERAL ADMINISTRATION AND MANAGEMENT	10. Waivers and Exception Records. Records relating to waivers and exceptions to policy between an activity and the office establishing the policy requirement. Included are requests, endorsements, approvals, disapprovals and related documents. a. Approvals:		Destroy upon expiration, suppression, cancellation, or when conditions that made the waiver or exception necessary are altered.	wnin	N1-NU-01-4 / 3	
5100.11	SAFETY AND OCCUPATIONAL HEALTH RECORDS	11. Safety Instructions and Regulations.		Destroy when cancelled or superseded.	wnin	N1-NU-89-4 / 5100/11	
5215.1c	ISSUANCE SYSTEMS (INCLUDE DIRECTIVES) RECORDS	1. Directives Files. c. All Other Commands/Activities. Official copy of each directive originated by an activity.		Destroy when superseded, cancelled or no longer needed for reference.	wnin	N1-NU-89-4 / 5215/1/C	
5216.	CORRESPONDENCE MANAGEMENT RECORDS	CORRESPONDENCE MANAGEMENT RECORDS Files Consisting of Policies and Procedures Pertaining to Correspondence Management.		Destroy when cancelled or superseded.	wnin	N1-NU-89-4 / 5216	
5217.	EFFECTIVE WRITING (INCLUDE DRAFTING AND REVIEW) RECORDS	EFFECTIVE WRITING (INCLUDE DRAFTING AND REVIEW) RECORDS Files Consisting of Policies and Procedures Pertaining to Effective Writing.		Destroy when cancelled or superseded.	wnin	N1-NU-89-4 / 5217	
5231.1	DATA SYSTEMS DEVELOPMENT RECORDS FOR SYSTEMS SCHEDULED AS TEMPORARY	1. Records Providing Guidance for the Design and Development of Automated System.		Destroy when no longer valid or current.	wnin	N1-NU-89-4 / 5231/1	
5231.2	DATA SYSTEMS DEVELOPMENT RECORDS FOR SYSTEMS SCHEDULED AS TEMPORARY	2. Procedural Documentation for ADP System Requirements. (Exclude hardware or systems software specifications covered in SSIC 5236.)		Destroy when no longer valid or current.	wnin	N1-NU-89-4 / 5231/2	
5237.1	REUTILIZATION AND SHARING RECORDS	1. Activity or Office Guidelines. Files concerning ADPE reutilization and sharing and any operating documentation for correspondence related to that subject.		Destroy when no longer valid or current.	wnin	N1-NU-89-4 / 5237/1	
5240.1c	INDUSTRIAL METHODS RECORDS	1. Industrial Correspondence Files, Instructions Technical Reports, Status, Savings, Economic Reports, and Studies. Also, procedures and guidelines for manufacturing equipment, machinery, etc. c. Instructions and Notices.		Destroy when superseded or cancelled.	wnin	N1-NU-89-4 / 5240/1/C	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5402.1b(2)(a)	DELEGATION/SUCCESSION OF AUTHORITY RECORDS	1. Instructions, Orders, and Correspondence. Files that establish concepts and principles for and document delegation of authority and succession of command chains established within the DON. b. Those documents that establish the chain of succession at all levels. (2) Other activities and offices. (a) All other copies.		File one copy of each with activity's general correspondence program files. Dispose of with correspondence files.	Refers to other SSIC	N1-NU-89-4	
5500.9	GENERAL SECURITY RECORDS	9. Plans and Procedures Records. Records related to plans and procedural guidance for protecting national security information and government personnel and property. Accumulated at the operational level for use by activities to establish plans and procedures for protecting classified information and government personnel and property under their control. (Exclude primary program records covered in SSIC 5500.1, as well as civil defense emergency plans under SSIC 3005.)		Destroy when canceled or superseded.	wnin	N1-NU-01-3 / 4	
5513.2c	DON SECURITY CLASSIFICATION GUIDANCE RECORDS	2. Classification Guidelines Issued by CNO (N09N2). Directives, changes, and supporting correspondence for each guide. Also included is an automated database of the directives to provide standardization, centralized management, and issuance of DON security classification guides. (Privacy Act: N/A) c. Electronic Directives Database Used for Centralized Management.		Destroy/delete entry when directive is superseded or cancelled.	wnin	N1-NU-01-3 / 17	
5514.1	CENSORSHIP RECORDS	1. Manuals, directives, plans, reports, and correspondence. Files reflecting policies and procedures developed in the administration of censorship.		Destroy when superseded, obsolete, or no longer needed for reference or information in connection with activity's mission, whichever is earlier.	wnin	N1-NU-89-4 / 5514/1	
5580.10a	LAW ENFORCEMENT RECORDS	10. National Crime Information Center (NCIC) Records. Consists of NCIS controlled Department of Navy entries into FBI's NCIC. a. Policy guidance and correspondence pertaining to operations of NCIC. (Privacy Act: N/A)		Destroy when superseded, rescinded, or no longer needed.	wnin	N1-NU-98-2 / 5580/10/A	
5000.7	[illegible]	[illegible]	[illegible]	TEMPORARY: Destroy or delete when [illegible]	[illegible]	[illegible]	[illegible]
5061.4	PUBLIC SERVICE AWARDS RECORDS	4. List or Indexes to Agency Award Nominations. List of nominees and winners and indexes of nominations.		Destroy when superseded or obsolete	wnin	N1-NU-89-4 / 5061/4	
5070.1	LIBRARIES AND LIBRARY SERVICES RECORDS	1. Library Catalog and Source Cards, List Books, Magazines, Reports, and Other Library Materials.		Destroy immediately after all copies of publications are withdrawn from the library collection. Transfer catalog cards for any material transferred to NARA with records.	wnin	N1-NU-89-4 / 5070/1	
5070.2	LIBRARIES AND LIBRARY SERVICES RECORDS	2. Shelf Lists. Records of all documents making up library collections.		Destroy when library is disestablished.	wnin	N1-NU-89-4 / 5070/2	
5605.4	DISTRIBUTION RECORDS	4. Indexes, Check Lists, and Other Records Of Current Publications.		Destroy when superseded, obsolete, or purpose is served, whichever is earlier.	wnin	N1-NU-89-4 / 5605/4	
5720.2c(1)	EXTERNAL PUBLIC AFFAIRS (INCLUDING FREEDOM OF INFORMATION) RECORDS	2. Information Releases. Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material. c. Copies of Press Releases, Speeches, Presentations, Exhibits, Communiqués, and Other Public Relations Material. (1) Related indexes, check lists, or bibliographies.		Destroy when superseded, obsolete or no longer needed, whichever is earlier.	wnin	N1-NU-89-4 / 5720/2/C/1	
5000.11a	[illegible]	[illegible]	[illegible]	TEMPORARY: Destroy on [illegible]	[illegible]	[illegible]	[illegible]
5000.11a	GENERAL ADMINISTRATION AND MANAGEMENT	11. Additional Duty Designation Records. Records related to the designation of a person to serve in a specific capacity. a. When Filed Separately.		Destroy on expiration, revocation, or supersession of designation.	wnin	N1-NU-01-4 / 5	
5000.11b	[illegible]	[illegible]	[illegible]	TEMPORARY: Destroy when [illegible]	[illegible]	[illegible]	[illegible]

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5500.10a	GENERAL SECURITY RECORDS	10. RESTRICTED AREA. Records related to the designating of area as "Restricted Areas" pursuant to the provisions of section 21, Internal Security Act of 1950. Included are requests, endorsements and similar correspondence, approvals, disapprovals, and related documents. a. Approvals.		Destroy upon cancellation or disestablishment of the designated area.	wnin	N1-NU-03-2 / 10	
5512.5b	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	5. Military Dependents Identification Records. b. Identification Cards or Tags.		Destroy when superseded or cancelled.	wnin	N1-NU-89-4 / 5512/5/B	
5512.8b	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	8. Property Passes. Personal and public property passes and property pass books b. Government or Public Property Passes.		Destroy when property is returned or inventoried	wnin	N1-NU-89-4 / 5512/8/B	
5512.10	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	10. Personnel Effects Tags. Identification tags for effects stored. (Exclude copy filed in patient's clinical record when used as a signed receipt for clothing returned to a hospital patient upon discharge.)		Destroy when effects have been returned to individual or otherwise inventoried.	wnin	N1-NU-89-4 / 5512/10	
5512.11	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	11. Baggage Tags and Hold Baggage Tags.		Destroy after delivery of baggage to destination.	wnin	N1-NU-89-4 / 5512/11	
5512.17a(2)(b)1	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	17. Naval Criminal Investigative Service (NCIS) Investigator Badge, Credential And Protective Service Pin Controls Records. Information showing the issue and control of badges, credentials and pins naming NCIS civilian and military personnel. Included are receipts, log books, loss/recovery reports, inventories, inspections, destruction lists and related documents. (Privacy Act: N01070-12) a. Logbooks (paper or electronic): (2) At NCISHQ (b) Paper copy records that have been converted to electronic records: 1 Paper copy:		Destroy upon verification that the record copy information has been fully and accurately converted to electronic format.	wnin	N1-NU-98-2 / 5512/17/A/2/B/1	
5512.17c	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	17. Naval Criminal Investigative Service (NCIS) Investigator Badge, Credential And Protective Service Pin Controls Records. Information showing the issue and control of badges, credentials and pins naming NCIS civilian and military personnel. Included are receipts, log books, loss/recovery reports, inventories, inspections, destruction lists and related documents. (Privacy Act: N01070-12) c. Other receipts, inventories, inspections, etc.:		Destroy after next inventory or inspection if all items are accounted for.	wnin	N1-NU-98-2 / 5512/17/C	
5512.18b	IDENTIFICATION (CREDENTIALS, TAGS, PASSES, AND PERMITS) RECORDS	18. Courier Authorization Records. Registers or logs identifying DOD persons issued courier authorization cards and approved to escort or hand carry classified material. Also includes courier authorization cards and correspondence, security briefings, and records of security briefings provided to couriers. (Privacy Act: N/A) b. Courier Authorization Cards.		Destroy upon expiration or retrieval, whichever is earlier.	wnin	N1-NU-01-3 / 15	
5570.1	SAFEGUARDING UNCLASSIFIED MATTER RECORDS	1. Record Access Files. Records containing name, grade, and other identification of individuals authorized access to official records. Included are requests for access and the approvals, rosters of individuals authorized access, and similar documents. (Access records to classified information are under SSIC 5510.2.) (Privacy Act: N05521-1)		Destroy on supersession or obsolescence of the authorization document or on transfer, separation, or relief of the individual concerned, whichever is earlier.	wnin	N1-NU-01-3 / 19	

SSIC/No.	Personnel Clearance Records	case files, and documentation of personnel security clearances	Cutoff	TEMPORARY. Destroy upon transfer or separation of employee	Ret.	DAU	Notes
5521.1a	NAME CHECK AND PERSONNEL CLEARANCES RECORDS	1. Security Clearance/Access Information (Case) Files. Includes information concerning requests for investigations, clearance and access; records of investigations, clearance and access; reports of disqualifying/derogatory information; records of clearance of individual personnel to critical-sensitive, noncritical-sensitive, and non-sensitive positions as well as accreditation of personnel for access to classified information requiring special access authorization (e.g., SIOP-ESI, SCI, NATO, etc.); associated briefing and debriefing statements; and other related records supporting the Personnel Security Program. (This description does not include completed investigation case files, counterintelligence cases files, or clearance and a. Case Files.		Destroy when employee/service member is separated or departs the command, except for:	wnin	N1-NU-97-1 / 1/A	
5521.2a	NAME CHECK AND PERSONNEL CLEARANCES RECORDS	2. Personnel Security Clearance Suspense or Status Files. Cards, lists, or extra copies of clearance requests accumulated by security offices or units or by other activities as a suspense or control record of the status of personnel security clearances or as a record of clearance status of individuals on board. a. Case Files.		Destroy upon transfer or separation of employee.	wnin	N1-NU-89-4 / 5521/2/A	
5521.2b	NAME CHECK AND PERSONNEL CLEARANCES RECORDS	2. Personnel Security Clearance Suspense or Status Files. Cards, lists, or extra copies of clearance requests accumulated by security offices or units or by other activities as a suspense or control record of the status of personnel security clearances or as a record of clearance status of individuals on board. b. Lists or Rosters.		Destroy when superseded or obsolete.	wnin	N1-NU-89-4 / 5521/2/B	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5529.1d(1)	CLEARANCE ADJUDICATIONS RECORDS	1. Routine Adjudication Actions. Files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access determinations. d. Adjudication decision entered into electronic systems. Record of adjudication decisions entered into the DoD's Joint Personnel Adjudication System (JPAS) and or Navy Joint Adjudications and Clearance System (NJACS). This includes decisions by DONCAF employees based on contractor case review records containing recommendations on the suitability of individuals for security clearances. (1) Reviews with no or minor issues that do not require documentation as addressed in SSIC 5529.1a.		Destroy/delete one year after affiliation is terminated.	wnin	N1-NU-03-1 / 3	
5000.2	Civil Disturbance Open Source Listing	Listings of those who have official responsibilities related to control of disturbances which are obtained prior to commitment of Federal troops and routinely maintained for planning purposes.	T+2 (S)	TEMPORARY. Destroy or delete when superseded or obsolete.			
5580.7a	LAW ENFORCEMENT RECORDS	7. Civil Disturbance Files. The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions. a. Open Source Listing of Federal, State, and Local Officials. Listings of those who have official responsibilities related to control of disturbances which are obtained prior to commitment of Federal troops and routinely maintained for planning purposes. (Privacy Act: To be determined.)		Destroy when superseded or obsolete.	wnin	N1-NU-98-2 / 5580/7/A	
5580.7b	LAW ENFORCEMENT RECORDS	7. Civil Disturbance Files. The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions. b. Open Source Physical Data on Vital Public or Private Installations, Facilities, Highways, and Utilities. Data, which may be necessary to carry out missions assigned, are obtained prior to commitment of Federal troops and routinely maintained for planning purposes. (Privacy Act: N/A)		Destroy when superseded or obsolete.	wnin	N1-NU-98-2 / 5580/7/B	
5500.8	Missing, Lost, Stolen, or Recovered (MSLR) Government Property	An operational system, which provides the CNO and Naval Criminal Investigative Service (NCIS) with information concerning firearms, explosives, ammunition, and property which has been reported missing, lost, stolen, or recovered in the Navy.	T+2 (S)	TEMPORARY. Destroy/delete when no longer required then destroy.			
5500.8	GENERAL SECURITY RECORDS	8. Missing, Lost, Stolen, or Recovered Government Property (MSLR). An operational system, which provides the CNO and Naval Criminal Investigative Service (NCIS) with information concerning firearms, explosives, ammunition, and property which has been reported missing, lost, stolen, or recovered in the Navy.		Retain updated master file until no longer required then destroy.	wnin	N1-NU-89-4 / 5500/8	
5500.9	Report of Theft, Loss, or Recovery	Report of theft, loss, or recovery of firearms or explosives maintained by the command. Collected for Navy Annual Firearms Report.	T+2 (S)	TEMPORARY. Retain until Master File Updated or No Longer Required then destroy.			

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5754.1	ARTIFACTS AND PAINTINGS RECORDS	1. Records of the Curator for the Navy and the Marine Corps Historical Center. Records documenting the donation or loan of historical properties to the Navy and documenting their origin and location of materials and accounting responsibilities.		Retain on board. Destroy when property is returned to lending activity.	wnln	N1-NU-89-4 / 5754/1	
5000.9;	Military Music Compositions	Information relating to the arrangement of music for official use. Included are scores, licensing agreements, correspondence, and related documents.	Trigger(s)	TEMPORARY: Destroy when no longer required for band's mission			
5141.2	MILITARY MUSIC	2. Official Music Records. Documents relating to the arrangement of music for official use. Included are scores, licensing agreements, correspondence, and related documents.		Destroy when no longer required for band's mission.	wnln	N1-NU-89-4 / 5141/2	
5000-9?	GRS 23.1 Office Administrative Files	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internally generated work-direction documents, including work progress, statistical, and non-substantive documents prepared in the office and forwarded to higher levels, and other materials that do not serve as unique documentation of the programs of the office.	Trigger(s)	TEMPORARY: Destroy when 2 yrs. old.			
5050.1a	MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS RECORDS	1. Minutes and Reports of Meetings, Conferences, Conventions, and Visits. a. Official Record Copies.		Destroy with related functional subject matter files.	Refers to other SSIC	N1-NU-89-4	coverd by other SSIC
5050.1c	MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS RECORDS	1. Minutes and Reports of Meetings, Conferences, Conventions, and Visits. c. All Other Copies.		Destroy when purpose is served.	wnln	N1-NU-89-4	duplicates
5100.1	SAFETY AND OCCUPATIONAL HEALTH RECORDS	1. General Correspondence Files of Activities and Offices and Other Organizational Units Concerned with Safety Matters Relating to Civilian and Military Personnel.		Destroy when 2 years old.	3	N1-NU-89-4 / 5100/1	
5200.1	GENERAL MANAGEMENT PROGRAMS AND TECHNIQUES RECORDS	1. General Correspondence Files. Records concerning management programs and techniques.		Destroy when 2 years old.	3	N1-NU-89-4 / 5200/1	
5200.2b	GENERAL MANAGEMENT PROGRAMS AND TECHNIQUES RECORDS	2. Working Papers. Files containing project background records such as studies, analyses, notes, drafts, and interim reports. b. No Action Resulted on Report.		Destroy 3 years after completion of the report.	3	N1-NU-89-4 / 5200/2/B	
5270.	GENERAL MANAGEMENT SCIENCES RECORDS	GENERAL OFFICE INFORMATION SYSTEMS PROGRAM MANAGEMENT RECORDS Records Concerning Management Programs and Techniques		Destroy when 2 years old.	3	N1-NU-89-4 / 5270	
5290.2a	VI MANAGEMENT, GENERAL AND PRIMARY PROGRAM AND RELATED ADJUNCT RECORDS	2. Navy and Marine Corps Visual Information Activity's General Management and Operations Records. The Activities Have a Department of Defense Visual Information Activity Number (DVIAN). a. Records documenting the management and operation of Navy and Marine Corps VI Activities. Order logs or similar management records.		Destroy when 2 years old.	3	N1-NU-89-4 / 5290/2/A	
5351.1	LEADERSHIP AND MANAGEMENT RECORDS	1. General Correspondence Files of Activities and Offices Relating To the Leadership and Management Education and Training (LMET), and Other Leadership Management Programs.		Destroy when 2 years old.	3	N1-NU-89-4 / 5351/1	
5352.1	OVERSEAS DIPLOMACY RECORDS	1. General Correspondence of Activities and Offices Relating To Overseas Diplomacy Programs.		Destroy when 2 years old.	3	N1-NU-89-4 / 5352/1	
5353.3b	ALCOHOL ABUSE CONTROL RECORDS	3. Alcohol Abuse Control for Military Personnel, including Marine Corps Tables of Organization. b. All Other Files.		Destroy when 1 year old or superseded, whichever is earlier.	3	N1-NU-89-4 / 5353/3/B	
5354.1	EQUAL OPPORTUNITY RECORDS	1. General Correspondence Files. Records of activities and offices relating to equal opportunity in Navy programs.		Destroy when 2 years old.	3	N1-NU-89-4 / 5354/1	
5513.1	DON SECURITY CLASSIFICATION GUIDANCE RECORDS	1. General Correspondence Files Pertaining To the Administration of Security Classifications.		Destroy when 2 years old.	3	N1-NU-89-4 / 5513/1	
5528.1	SECURITY EDUCATION RECORDS	1. General Correspondence Files. Files pertaining to security education. (See SSIC 2200 for policy files.)		Destroy when 2 years old.	3	N1-NU-89-4 / 5528/1	
5560.2b	TRAFFIC CONTROL AND PARKING RECORDS	2. Records Relating To Applications for Issuance of Temporary Vehicular Passes. b. All Other Cases.		Destroy 1 year after pass is surrendered.	3	N1-NU-89-4 / 5560/2/B	
5700.2	GENERAL EXTERNAL AND INTERNAL RELATIONS RECORDS	2. General Correspondence Files. Files relate to the routine internal operation and administration of activities and offices performing external relations functions.		Destroy when 2 years old.	3	N1-NU-89-4 / 5700/2	