

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-NW-00-2</i>	
1 FROM (Agency or establishment) Department of Defense (Department of the Navy)		DATE RECEIVED <i>12-13-1999</i>	
2 MAJOR SUBDIVISION Naval Sea Systems Command		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Management Division		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Ms. Sue Austin	5 TELEPHONE Ext. 160 (703) 602-4875	DATE <i>11-30-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>

6 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 on the attached *32* page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 8 Dec 99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Steven Greene</i> STEVEN E. GREENE, LT, USN	TITLE Navy Records Manager
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>Background: SECNAVINST 5212.5D (SSIC 9077) is inconsistent with NAVSEA Manual 0924-062-0010, Rev C, Submarine Safety Requirements Manual, paragraph 4.6.10.1 which states: "All records developed to support SUBSAFE Certification shall be maintained and retrievable by the construction/maintenance activities for the life of the ship."</p> <p><i>Amended by R. Gore per S. Austin & Lt. S. Greene, 8/16/2000</i></p> <p>This submission reorganizes disposition guidelines under SSIC 9077, and adds <i>paragraph 1.</i></p> <p>9077</p> <p>SAFETY RECORDS</p> <p>1. SHIP AND SHIP SAFETY. Safety records documenting ship and ship system safety. They include safety analysis, safety drills, equipment, manuals, organization and regulations, warning and alarm systems and warning devices. They may be included in life cycle engineering files.</p> <p>a. Records maintained by NAVSEASYSKOM.</p> <p>PERMANENT. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.</p>		

Agency, NWMW, NR

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1	<p style="text-align: center;"><u>SSIC 9077</u></p> <p><u>SAFETY RECORDS</u></p> <p>1. SHIP AND SHIP SYSTEM SAFETY. Safety records documenting ship and ship system safety. They include safety analysis, safety drills, equipment, manuals, organization, and regulations, the SUBSAFE program, warning and alarm systems and warning devices. They may be included in life cycle engineering files.</p> <p>a. [No Change]</p> <p>b. <u>Records maintained by naval shipyards, SUPSHIPS, and other NAVSEASYSCOM shipbuilding activities except for SUBSAFE records covered by SSIC 9077/1d.</u></p> <p>Disposition: Retire to FRC when 4 years old. Destroy when 10 years old.</p>	<p>NI-NU-89-3, SSIC 9077/1</p>		
2	<p>c. <u>Records maintained at all other activities except for SUBSAFE records covered by SSIC 9077/1d.</u></p> <p>Disposition: Retire to FRC when 2 years old. Destroy when 6 years old.</p>			
3	<p>d. <u>SUBSAFE records maintained by Submarine TYCOMS, naval shipyards, SUPSHIPS, and other NAVSEASYSCOM shipbuilding activities.</u> Primary records, correspondence and reports directly supporting each individual submarine's initial SUBSAFE Certification and follow-on maintenance of that certification in the Fleet.</p> <p>Disposition: Retire to FRC when 2 years old. Destroy when 40 years old.</p> <p>[8/30/2000 replacement page by R. Wire per S. Austin and J. Jensen]</p>			

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4	<p><u>Electronic Mail and Word Processing Copies</u></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>		
5	<p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/delete when dissemination, revision, or updating is complete.</p> <p>[8/16/2000 replacement page by R. Wire per S. Austin and Lt. S. Greene]</p>		

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	<p>b. Records maintained by naval shipyards, SUPSHIPS, and other NAVSEASYSCOM shipbuilding activities.</p> <p>Retire to FRC when 4 years old. Destroy when 10 years old.</p> <p>c. Records maintained at all other activities.</p> <p>Retire to FRC when 2 years old. Destroy when 6 years old.</p> <p>2. SUBMARINE SAFETY (SUBSAFE) PROGRAM. Submarine safety documents that fulfill specific SUBSAFE requirements. SUBSAFE correspondence and reports are those that document compliance with and meet the NAVSEASYSCOM SUBSAFE requirements. SUBSAFE records are those which reflect policies, procedures, and technical requirements and provide Objective Quality Evidence of Compliance with SUBSAFE Program requirements.</p> <p>a. SUBSAFE Records maintained by NAVSEASYSCOM. Critical records, correspondence and reports.</p> <p>Cut off annually. Retire to WNRC when 4 years old. Destroy at the end of the life of the ship.</p> <p>b. SUBSAFE records maintained by Submarine TYCOMS, naval shipyards, SUPSHIPS, and other NAVSEASYSCOM shipbuilding activities. Critical records, correspondence and reports.</p> <p>Retire to FRC when 4 years old. Destroy at the end of the life of the ship.</p> <p>c. SUBSAFE records maintained at all other activities. Critical records, correspondence and reports.</p> <p>Retire to FRC when 2 years old. Destroy at the end of the life of the ship.</p> <p>[Superseded by 8-³⁰16-2000 replacement page]</p>		

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	<p>d. SUBSAFE general, routine or duplicate records. Non-critical records, correspondence and reports.</p> <p>Retain locally and destroy when 4 years old.</p> <p>(Note: Electronic version of records created by electronic mail and word processing applications may be deleted when file copy is generated or when no longer needed for reference or updating.)</p> <p style="font-size: 1.2em; margin-top: 20px;">[Superseded by 8-16-2000 replacement page]</p>		