

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-NU-06-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-4-2006</i>	
1 FROM (Agency or establishment) Commander, Naval Air Systems Command		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Program Executive Office, Tactical Aircraft Program (PEO(T))			
3 MINOR SUBDIVISION Program Management, Air (PMA241), F-14			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Beth Bowen	5 TELEPHONE NUMBER (301) 757-2156	DATE <i>11/17/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alle W...</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 <u>24</u> page(s) are not needed now for the business for 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE 24 July 2006	SIGNATURE OF AGENCY REPRESENTATIVE Charley A Barth 		TITLE Director of Navy Records (202) 433-2434
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
<i>cc Agency, NR, NUWB, NUWE, NUWU, NUWS, NUWCTM</i>			

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u> <u>FINAL—F-14 RECORDS ONLY, July 14, 2006</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<p>NOTE: This schedule ONLY applies to F-14 records.</p> <p>The purpose of this records schedule is to request legal disposition of the Naval Air Systems Command (NAVAIR) records relating to the F-14 aircraft. Included are paper records (not scanned) previously scheduled according to N1-NU-84-2 and identified in SECNAV M-5210.1; paper records scanned; and records that have been scanned and/or created in various multimedia formats, including Portable Document Form (PDF), databases, and audio visual Vertical Helical Scan (VHS) records.</p> <p>The records in this records schedule are held either by the Federal Records Centers (paper records not scanned) or the F-14 Program Office at NAVAIR (all other records). Records at the two facilities are not duplicates.</p> <p>The F-14 Program Office is being decommissioned effective September 30, 2006. These records span from 1979-2006 and relate to F-14 weapons and materials and to the development and readiness of these weapons and materials for all naval forces. They are accumulated by aeronautical activities and offices and by units and departments or activities and offices that are concerned with aeronautical and astronautical materials and related functions.</p> <p>[At the time of transfer of the F-14 records, the following Department of Defense (DoD) Distribution statements apply to certain SSICs, identified within the items' text: Distribution A – Approved for public release Distribution B – Distribution to U. S. government agencies only Distribution C – Distribution to government agencies and their contractors only Distribution D – Distribution to DOD and U.S. DOD contractors only Distribution E – Distribution to DOD components only Distribution F – Further dissemination only as directed</p>		

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	Distribution X – Distribution authorized to U.S. government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DODD 5230.25]		
1	<p><u>General Aeronautical and Astronautical Material Records - Project Manager Records</u> – Files maintained by designated project managers and weapons systems managers assigned responsibility for intensified management of weapons, component, and support systems.</p> <p>[Records are classified, unclassified, and/or restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13000.5</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
2	<u>General Aeronautical and Astronautical Material Records – Technical Reports</u> - These reports are prepared in connection with a project or task and summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data and join all elements of logistic support necessary for the operation and maintenance of	<p>SECNAV M-5210.1, 13000.7a</p> <p>3 new items</p>	

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	<p>aeronautical systems, weapons, and related equipment into a single package. - <u>Technical Reports</u> – Reports maintained by the naval activity preparing the report or by the activity issuing the contract if the report is generated by the contractor.</p> <p>[Records are classified, unclassified, and/or restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition – Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of these PDF files upon approval of this SF-115.</i></p>	F-14 records ONLY	
3	<p><u>General Aeronautical and Astronautical Material Records – Technical Reports - Design reports</u> – Files prepared by aircraft and weapons systems design staff and reports submitted by the contractor or field activity explaining how they will meet specified design requirements. <u>Design validation reports</u> – Analyses submitted by the contractor or field activity which contain sufficient detail to assure demonstrated compliance with the design parameters as stated in the contract specifications which may include calculations for stress and fatigue life and justification for material required.</p> <p>[Records are classified, unclassified, and or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p>	<p>SECNAV M-5210.1, 13000.7b(1)</p> <p>3 new items</p> <p>F-14 records ONLY</p>	

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	<p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when superseded or after life of the item has expired, whichever is later.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIR Headquarters (NAVAIRHQ): Commander, Naval Air Systems Command, 47123 Buse Road, Building 2272, Room 542, Patuxent River, MD 20670-1547. Destroy when superseded or after life of the item has expired, whichever is later.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
4	<p><u>General Aeronautical and Astronautical Material Records - Technical Reports – Design Reports</u> - Preliminary overall design and summary design reports for developmental aircraft and weapons systems.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Immediately transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this</i></p>	<p>SECNAV M-5210.1, 13000.7b(2)</p> <p>3 new items</p> <p>F-14 records ONLY</p>	

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	<i>SF-115.</i>		
5	<p><u>General Aeronautical and Astronautical Material Records – Technical Reports – Monthly Letter Reports and Quarterly Progress Reports.</u></p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when no longer required.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when superseded or after life of the item has expired, whichever is later.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13000.7c</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
6	 <p><u>General Aeronautical and Astronautical Material Records – Technical Reports – Reference Copies.</u></p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> - <i>Destroy when superseded or no longer required, whichever is later.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when superseded or after life of the item has expired, whichever is later.</i></p> 	 <p>SECNAV M-5210.1, 13000.7d</p> <p>3 new items</p> <p>F-14 records ONLY</p> <p><i>non-record</i></p> 	

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	c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i>	<i>non-record</i>	
7	<p><u>General Aeronautical and Astronautical Material Records - Specifications for the Development and Manufacture of Aircraft and Aeronautical and Astronautical Equipment. Master Files</u> – Files include (preliminary) drafts or diagrams of specifications, test results, comments, working documents, and other records accumulated in connection with the development or modification of the specification as well as approved drawings, plans, or specifications together with summary documents pertinent to the development and final approval of the specification.</p> <p>[Records are classified, unclassified, and/or restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of these PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13000.10a</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
8	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Characteristics Records</u> – The records in this (SSIC 13010-13019) series are related to aircraft characteristics and include performance; flying qualities, stability, and control;</p>	SECNAV M-5210.1, 13010.1a	

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	<p>aerodynamics and hydrodynamics; and structural (loads) records. <u>Primary Program Records</u> – These records document such vital information as weight and dimensions of aircraft, engine power, engine type, take-off distance, wind over aircraft needed for take off, and range depending on mission and weapon load. Files include detailed description of aircraft operation under different conditions, aircraft’s ability to withstand stress, and hydro-dynamics of a seaplane or flying boat. <u>Standard Aircraft Characteristics Charts</u>.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>3 new items</p> <p>F-14 records ONLY</p>	
9	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Characteristics Records – Primary Program Records. Working Documents and Test Data Used to Develop Standard Aircraft Characteristics Charts.</u></p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p>	<p>SECNAV M-5210.1, 13010.1b (t) records does not apply</p> <p>4 new items.</p>	<p>Change from temporary record in N1-NU-84-2 to permanent record.</p>

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	<p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	F-14 records ONLY	
10	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Maintenance Records</u> – The records in this (SSIC 13020-13029) series are related to aircraft maintenance and include organizational, intermediate, and overhaul and rework records.</p> <p><u>General Correspondence Files</u> – Files of activities, departments, divisions, or units concerned with the construction, alteration, overhaul, and repair of equipment and aircraft.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 4 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 4 years old.</i></p>	<p>SECNAV M-5210.1, 13020.1</p> <p>3 new items</p> <p>F-14 records ONLY</p>	

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	c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i>		
11	<p><u>General Aeronautical and Astronautical Material Records - Airworthiness and Service Suitability Records</u> – The records in this (SSIC 13030-13039) series are related to airworthiness and service suitability and include test and evaluation, navy preliminary evaluation (NPE), service suitability trials, aircraft restrictions/limitations, and aircraft/stores compatibility records. <u>Primary Program Records</u> – These files describe how aircraft was originally tested by Navy to determine aircraft’s ability to perform. Records describe good points and shortcomings of the aircraft and corrective actions. Records include detailed descriptions of what aircraft could do well, very well, only acceptably, and could not do, and explain why. These records are accumulated by various naval activities, departments, divisions, and units and consist of correspondence and reports.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13030.1</p> <p>3 new items</p> <p>F-14 records ONLY</p>	

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12	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Survival/Vulnerability Records. Correspondence, Reports, and Related Records</u> – Files that explain the aircraft’s ability to effectively perform under specific circumstances. These records are accumulated by various naval activities, departments, divisions, and other organizational units.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13040.1</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
13	<p><u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records. Summarization of Major Modifications</u> – These files are summaries of major modifications to aircraft and weapons systems maintained by project managers.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p>	<p>SECNAV M-5210.1, 13051.3</p> <p>3 new items</p> <p>F-14 records ONLY</p>	

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	<p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy after aircraft is stricken or when no longer needed, whichever is later.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy after aircraft is stricken or when no longer needed, whichever is later.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
14	<p><u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records. Master Set of Proposals</u> – Files generally include and are handled as master technical instructions or plans files. Files include engineering change proposals, configuration control board actions, NAVAIR implementation letter, F-14 Configuration Management Plan and Resource Allocation Maintenance Plan (RAMP) for documenting aircraft by bureau number with specific configuration/capabilities. Included are paper and electronic records (PDF and database with documentation).</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5 year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13051.4</p> <p>76 new items (2 databases and documentation)</p> <p>F-14 records ONLY</p>	

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	<p>c. The Resource Allocation Management Program (RAMP) System:</p> <p>(1) <u>F-14 RAMP Database</u>: The Resource Allocation Management Program (RAMP) system was developed as a standalone database for the F-14 program from 1997 -2000. The system was fielded for program use in 2000 and was in continual operation until the last forward deployed aircraft returned from cruise in 2006. RAMP was developed as a long range planning and forecasting tool to help PMA-241 manage their aircraft inventory. It functioned as a single source for pertinent program data. Data tracked consisted of all aircraft, aircraft major modifications, major aircraft depot events, Engineering Change Proposals, Technical Directives, commitments, and high level aircraft configurations.</p> <p><i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>(2) <u>Database Documentation</u>: F-14 Resource Allocation Management Program (RAMP) documentation includes:</p> <ul style="list-style-type: none"> -Table Listing with fields in each table and a description of each field. Listing the Primary Keys and Foreign Keys from other tables, and Keys that are used as foreign keys in additional tables. -Entity Relationship Diagram (ERD) a pictorial layout of all the tables in F-14 RAMP showing their relationships to each other and the Keys for connecting the tables via the data. -Table data content, with pipes () separating the fields, and with field names separated by pipes, as the first line in the data. -Users Help Manual: A PDF file with the help manual for using the F-14 RAMP application. 		

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	<p><i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>d. <u>F-14 Engineering Data Management Systems (EDMS) Database:</u></p> <p>(1) <u>F-14 EDMS Database:</u> F-14 EDMS database manages the business process for the controlled release of engineering drawings and incremental changes to those drawings. The database is a stand-alone Oracle Relational database. It provides Configuration Status Accounting (CSA) and the engineering drawing control processes and supports the F-14 Fleet Support Team drawing release and drawing change processes. F-14 EDMS contains reports and queries that describe the relationship between drawings parts, and the aircraft. The database was developed in 1997 and contains F-14 drawings from 1972 to September 2006.</p> <p><i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>(2) <u>Database Documentation:</u> Documentation includes:</p> <ul style="list-style-type: none"> - Table Listing with fields in each table and a description of each field. Listing the Primary Keys and Foreign Keys from other tables, and Keys that are used as foreign keys in additional tables. - Entity Relationship Diagram (ERD) a pictorial layout of all the tables in F-14 EDMS showing their relationships to each other and the Keys for connecting the tables via the data. - Table data content, with pipes () separating the fields, and with field names separated by pipes, as the first line in the data. -Users Help Manual: A PDF file with the help manual for using the F-14 EDMS application. 		

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	<p><i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary e. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
15	<p><u>General Aeronautical and Astronautical Material Records - Change Kit – Aircraft Service Change Folders</u> – Records relating to parts or set of parts, material and tooling required to change the form, fit, or function of a system, equipment, component or piece of hardware.</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Temporary a. <u>Paper records (not scanned)</u> – <i>Destroy when 10 years old.</i> b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 10 years old.</i> c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13053.1</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
16	<p><u>General Aeronautical and Astronautical Material Records - Fleet Proposal for Aircraft Modification Records – Engineering Change Proposals</u> – Recommendations for changes in maintenance, repair, or improvement of aeronautical or astronautical equipment or materials.</p>	<p>SECNAV M-5210.1, 13054.1</p> <p>3 new items</p>	

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	<p>[Records are unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 10 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 10 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	F-14 records ONLY	
17	<p><u>General Aeronautical and Astronautical Material Records - Weight and Balance Records</u> – <u>Reports and Correspondence</u> – Files used to ensure that the aircraft has accurate weight and center-of-gravity to operate within permissible limits and to estimate new weights of design when they are in the preliminary stages.</p> <p>[Records are unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA in 5-year blocks when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this</i></p>	<p>SECNAV M-5210.1, 13060.1</p> <p>3 new items</p> <p>F-14 records ONLY</p>	

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	<i>SF-115.</i>		
18	<p><u>General Aeronautical and Astronautical Material Records - Reliability and Maintenance Records – Quality Assurance Program Records</u> – These records identify, report, and correct quality deficiencies in reworked and newly procured material. <u>Quality Deficiency Reports</u> – Files include amplifications such as safety and engineering investigation requests. <u>Reporting activities.</u></p> <p>[Records are unclassified.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 6 months old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 6 months old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13070.1a(1)</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
19	<p><u>General Aeronautical and Astronautical Material Records - Exterior/Interior Finish, Marking, and Lighting Records – Specification Records</u> – These records consist of specifications describing how each aircraft is painted and marked with serial numbers, squadron identification numbers and insignia, instructions, and warnings.</p> <p>[Records are unclassified.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA when specification is cancelled or superseded, whichever is later.</i></p>	<p>SECNAV M-5210.1, 13080.1</p> <p>3 new items</p> <p>F-14 records ONLY</p>	

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	<p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
20	<p><u>Avionics Records</u> – The records in this (SSIC 13200-13299) series are related to general avionics records and include automatic carrier landing system; electrical power distribution components and systems; airborne navigation, automatic flight control and instrument systems (navigational and fuel consumption instruments and computers, flight instruments, automatic pilot mechanisms and airborne gyro components, and engine instruments); communication and identification (CNI) systems; airborne weapons (fire control) systems and airborne missile guidance systems (gun sights); general purpose computers; antisubmarine warfare (ASW) systems; electronic warfare (EW) systems; electric power generator, inverter, converter, and battery systems and components; and airborne radar records. <u>General Avionics Records – Correspondence and Reports</u> – Files documenting the significant development, production, test, evaluation, and basic design of electrical and electronic devices for use in aviation, especially electronic control systems for aircraft and airborne weapons. Included are paper, electronic records (PDF format), and audio-visual (VHS) records.</p> <p>[Records are classified, unclassified, restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA when newest record is 25 years old.</i></p>	<p>SECNAV M-5210.1, 13200.1</p> <p>4new items (1 AV)</p> <p>F-14 records ONLY</p>	

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u> <u>FINAL—F-14 RECORDS ONLY, July 14, 2006</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p> <p>c. <u>Audio-Visual records</u> (1 NARA FRC box; 1 cubic foot) – <i>Transfer physical and legal custody to NARA in accordance with published guidance for media and format, according to 36 CFR 1228.266, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>d. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115</i></p>		
21	<p><u>Avionics Records. General Avionics Records - All Other Records</u></p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 10 years old.</i></p> <p>b. <u>Electronic records (official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 10 years.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13200.2</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
22	<p><u>Airframe Systems, Components, and Accessories Records</u> – The records in this (SSIC 13400-13599) series are related to general airframe systems, components, and</p>	<p>SECNAV M-5210.1, 13400.1 is not applicable</p>	

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	<p>accessories records and include structural (includes materials) (fuselage, wing, tail, control surfaces, flaps, etc; windows, windshields, and canopies; doors, hatches, and removable panels; nacelles and radomes; nuts, bolts, rivets, and fasteners); landing gear, wheels, and brakes (tires and tubes); aircraft components for arresting and launching; hydraulic, pneumatic, and lubrication systems (pumps and motors, valves and lines, actuators, fluidic devices, lubrication (excluding engine), and pitot-static systems (excluding instruments)); de-icing, anti-icing, and anti-fogging (airframe de-icing and windshield de-icing, defogging, and rain removal); environmental control and life support (heating and air conditioning, oxygen, and pressurization); fuel system (excluding engine) (internal fuel tanks, external fuel tanks and in-flight refueling); special mission systems (internal cargo, external cargo (includes helicopter pickup and delivery systems), airdropped cargo systems, airborne mine countermeasures systems, and aerial towing (targets and gliders)); fire detection and protection; escape and crew systems (general); escape systems (ejection seats and parachutes); crew systems (crew station design and human factors; comfort (galley, bunks, and lavatories); emergency equipment (life rafts, mae wets, and survival kits); and personal flying equipment records. <u>General Airframe Systems, Components and Accessories Records – Records and General correspondence</u> – Files concerning general airframe systems, components, and accessories. Included are paper, electronic records (PDF format), and audio-visual records (VHS format).</p> <p>[Records are classified, unclassified, and/or unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Permanent</p> <p>a. <u>Paper records (not scanned)</u> – <i>Transfer to NARA when newest record is 25 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance</i></p>	<p>4 new items (1 AV)</p> <p>F-14 records ONLY</p>	

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u> <u>FINAL—F-14 RECORDS ONLY, July 14, 2006</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<p><i>with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this schedule.</i></p> <p>c. <u>Audio-Visual records</u> (1 NARA FRC box; VHS format; 1 cubic foot) – <i>Transfer physical and legal custody to NARA in accordance with published guidance for media and format, according to 36 CFR 1228.266, upon approval of this SF-115.</i></p> <p>Disposition--Temporary</p> <p>d. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>		
23	<p><u>Aeronautical Ground Support Equipment Records. Peculiar Ground Support Equipment Records – General Correspondence</u> – Files dealing with an item of support equipment that is designed and developed in conjunction with the development of a particular end item and does not have broad application.</p> <p>[Records are unclassified.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 5 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 5 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13620.1</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
24	<p><u>Aeronautical Ground Support Equipment Records. Automatic Test Equipment Records – General Correspondence, Reports, and Memoranda</u> – Records concerning equipment that, either automatically or semi-automatically, carries out a predetermined program of</p>	<p>SECNAV M-5210.1, 13630.1</p>	

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	<p>testing for possible malfunctions without reliance on human intervention.</p> <p>[Records are unclassified.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 5 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 5 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>3 new items</p> <p>F-14 records ONLY</p>	
25	<p><u>Aeronautical Ground Support Equipment Records. Calibration Ground Support Equipment Records – General Correspondence, Reports, and Memoranda</u> – Records concerning standards, test, and measurement equipment used in the inspection, acceptance and calibration of equipment.</p> <p>[Records are unclassified.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 5 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 5 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13640.1</p> <p>3 new items</p>	

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26	<p><u>Aeronautical Ground Support Equipment Records. Repair Parts (Shortages) Records – Technical Data and Related Information Document</u> – Records concerning spare and repair parts maintained by supply-control or by maintenance and repair activities.</p> <p>[Records are unclassified.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when superseded or when aircraft or equipment is removed from the supply system, whichever is later.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when superseded or when aircraft or equipment is removed from the supply system, whichever is later.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13660.1</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
27	<p><u>Aeronautical Ground Support Equipment Records. Avionics Support Equipment Records – General Correspondence, Reports, and Memoranda</u> – Records concerning equipment used on the ground to maintain an avionics system.</p> <p>[Records are unclassified.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 5 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 5 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this</i></p>	<p>SECNAV M-5210.1, 13690.1</p> <p>3 new items</p> <p>F-14 records ONLY</p>	

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	<i>SF-115.</i>		
28	<p><u>Engines and Engine Systems (Including Components and Accessories) Records</u> – The records in this (SSIC 13700-13799) series are related to general engines and engine systems (including component and accessories) records and include reciprocating, turboshaft and jet, rocket, nuclear, engine diagnostics, engine fuel systems, engine electrical systems, engine cooling systems, and engine systems components records. Aircraft engine accounting systems records are used to provide current information on location, condition, and performance history of each aircraft engine. These records are the basis for supporting requirement computation and budget request for spare engines, repair parts, and rework requirements. <u>General Engines and Engine Systems (Including Components and Accessories) Records – Transaction Reports</u> – In various formats submitted via remote terminal(s) by reporting activities, controlling custodians, or NAVAIR fleet support (FS) custodians, or designated overhaul points DOPs). <u>Reporting activities.</u></p> <p>[Records are unclassified/restricted according to DoD Distribution B, C, D, E, or F.]</p> <p>Disposition – Temporary</p> <p>a. <u>Paper records (not scanned)</u> – <i>Destroy when 3 years old.</i></p> <p>b. <u>Electronic records (Official record copy/PDF format)</u> – <i>Transfer to NAVAIRHQ. Destroy when 3 years old.</i></p> <p>c. <u>Paper records scanned</u> – <i>Destroy paper copies of PDF files upon approval of this SF-115.</i></p>	<p>SECNAV M-5210.1, 13700.1a(1)</p> <p>3 new items</p> <p>F-14 records ONLY</p>	
29	<p><u>F-14 Document Archive System</u> – The F-14 Document Archive System (DAS) Application and Relational Database is a storage and indexing system for the maintenance of archival metadata. DAS provides the capability to search and select one</p>	<p>1 new item</p> <p>F-14 records ONLY</p>	

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	<p>or many records from the database and the capability to copy selected archival files to another location. DAS produces reports which can be used as indexes for selected files and launched through MS Word and MS Excel. Included are a main table and look up and error capture tables. Data elements include table, description, file name, primary key, unique key, field, field description, data type, and size.</p> <p>[Records are unclassified.]</p> <p>Disposition – Permanent <i>Transfer physical and legal custody to NARA (NWME, National Archives at College Park, MD) in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance, upon approval of this SF-115.</i></p>		

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	<p>NOTE: This schedule reflects records that have been converted in various multimedia formats, including Portable Document Form (PDF) and electronic mail messages in PST. Other formats may be added in the future as determined necessary by Navy in conjunction with NARA. After the records have been scanned to an acceptable electronic format, request paper records be destroyed</p> <p>The purpose of this records schedule is to specify legal disposition of NAVAIR records in electronic format, which were initially created and maintained in paper form. Currently, in paper form, the records have approved disposition per SECNAVINST 5212 5D NAVAIR is requesting same disposition(s) in electronic format.</p> <p>The records in this records schedule are specifically held by the F-14 Program Office at the Naval Air Systems Command The F-14 Program Office is being decommissioned effective September 30, 2006. These records relate to F-14 weapons and materials and to the development and readiness of these weapons and materials for all naval forces. They are accumulated by aeronautical activities and offices and by units and departments or activities and offices that are concerned with aeronautical and astronautical materials and related functions.</p>		
1	<p><u>General Aeronautical and Astronautical Material Records</u> - General Aeronautical and Astronautical Material Primary Program Correspondence Records Relating to the Development, Implementation, Interpretation and Overall Administration of Navy-wide Policies, Procedures and Programs Pertaining to Navy Aeronautical Matters.</p> <p><i>Disposition - Permanent Transfer to WNRC when 4 years old Offer to NARA in 5-year blocks when 20-25 years old</i></p>	SECNAVINST 5212.5D, 13000.1	

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2	<p><u>General Aeronautical and Astronautical Material Records</u> - Aeronautical and Astronautical Material General Correspondence – Records accumulated in connection with the routine, day-to-day, administration and operation of Navy aeronautical.</p> <p><i>Disposition - Destroy when 4 years old or earlier if no longer needed for current operations</i></p>	SECNAVINST 5212.5D, 13000.2	
3	<p><u>General Aeronautical and Astronautical Material Records</u> - <u>Operating Records</u> – Files relating to routine operation years and administration of activities or offices performing functions related to aeronautical and astronautical matters.</p> <p><i>Disposition - Destroy when 2 years old</i></p>	SECNAVINST 5212.5D, 13000.4	
4	<p><u>General Aeronautical and Astronautical Material Records</u> - <u>Project Manager Records</u> – Files maintained by designated project managers and weapons systems managers assigned responsibility for intensified management of weapons, component, and support systems.</p> <p><i>Disposition - Permanent Transfer to WNRC when 4 years old Offer to NARA in 5-year blocks when 20-25 years old</i></p>	SECNAVINST 5212.5D, 13000.5	
5	<p><u>General Aeronautical and Astronautical Material Records</u> - <u>Aeronautical Engineering Drawings and Related Data</u> – These are files generated and/or accumulated by the Naval Air Technical Data and Engineering Services Command (NATEC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components. Records maintained at activities having development or design/engineering cognizance.</p> <p><i>Disposition - Destroy after master copy is verified for accuracy and completeness</i></p>	SECNAVINST 5212.5D, 13000.6a	
6	<p><u>General Aeronautical and Astronautical Material Records</u> - <u>Aeronautical Engineering Drawings and Related Data</u>. <u>Reference Copies</u></p> <p><i>Disposition - Retain on board Destroy when aircraft, equipment, or components are no longer needed, superseded or obsolete</i></p>	SECNAVINST 5212.5D, 13000.6b	

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7	<p><u>General Aeronautical and Astronautical Material Records - Aeronautical Engineering Drawings and Related Data. Master Engineering Drawing</u> – Master records at activities having development or design/engineering cognizance.</p> <p><i>Disposition -Transfer to NATEC, NAS North Island, Bldg 90, PO Box 357031, San Diego, CA 92135-7031, when the drawing has served its purpose at the activity NATEC will apply para 13000 6c(2)</i></p>	SECNAVINST 5212.5D, 13000.6c(1)	
8	<p><u>General Aeronautical and Astronautical Material Records – Technical Reports</u> - These reports are prepared in connection with a project or task and summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data and join all elements of logistic support necessary for the operation and maintenance of aeronautical systems, weapons, and related equipment into a single package. - <u>Technical Reports</u> – Reports maintained by the naval activity preparing the report or by the activity issuing the contract if the report is generated by the contractor</p> <p><i>Disposition - Permanent Transfer to WNRC when 4 years old Offer to NARA in 5-year blocks when 20-25 years old</i></p>	SECNAVINST 5212.5D, 13000.7a	
9	<p><u>General Aeronautical and Astronautical Material Records - Technical Reports - Design reports</u> – Files prepared by aircraft and weapons systems design staff and reports submitted by the contractor or field activity explaining how they will meet specified design requirements. <u>Design validation reports</u> - Analyses submitted by the contractor or field activity which contain sufficient detail to assure demonstrated compliance with the design parameters as stated in the contract specifications which may include calculations for stress and fatigue life and justification for material required.</p> <p><i>Disposition - Retain on board Destroy when superseded or after life of the item has expired</i></p>	SECNAVINST 5212 5D, 13000.7b(1)	

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10	<p><u>General Aeronautical and Astronautical Material Records - Technical Reports - Design Reports</u> - Preliminary overall design and summary design reports for developmental aircraft and weapons systems.</p> <p><i>Disposition - Permanent Transfer to WNRC when 4 years old Offer to NARA in 5-year blocks when 20-25 years old</i></p>	SECNAVINST 5212.5D, 13000.7b(2)	
11	<p><u>General Aeronautical and Astronautical Material Records - Technical Reports - Monthly Letter Reports and Quarterly Progress Reports.</u></p> <p><i>Disposition - Retain on board Destroy when no longer required</i></p>	SECNAVINST 5212.5D, 13000.7c	
12	<p><u>General Aeronautical and Astronautical Material Records - Technical Reports - Reference Copies</u></p> <p><i>Disposition - Retain on board Destroy when superseded or no longer required</i></p>	SECNAVINST 5212.5D, 13000.7d	
13	<p><u>General Aeronautical and Astronautical Material Records - NAVAIR Technical Publications.</u> Master Basic Publication, copy of each change and revision, and copy of final edition.</p> <p><i>Disposition - Permanent Transfer to NATEC for disposition</i></p>	SECNAVINST 5212.5D, 13000.8c	
14	<p><u>General Aeronautical and Astronautical Material Records - Aeronautical Technical Publications and Related Materials. Reference Copies.</u></p> <p><i>Disposition - Retain on board Destroy when obsolete, cancelled, or no longer needed for reference</i></p>	SECNAVINST 5212.5D, 13000.8d	
15	<p><u>General Aeronautical and Astronautical Material Records - Aeronautical Technical Publications and Related Materials. Background Materials, Drafts, and Other Documents</u> – Records used in developing and preparing the publication.</p> <p><i>Disposition - Retain on board Destroy 6 months after final action on publication or 3 years after completion of publication if no final action is taken</i></p>	SECNAVINST 5212.5D, 13000.8e	

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16	<p><u>General Aeronautical and Astronautical Material Records - Specifications for the Development and Manufacture of Aircraft and Aeronautical and Astronautical Equipment. Master Files</u> – Files include (preliminary) drafts or diagrams of specifications, test results, comments, working documents, and other records accumulated in connection with the development or modification of the specification as well as approved drawings, plans, or specifications together with summary documents pertinent to the development and final approval of the specification.</p> <p><i>Disposition - Permanent Transfer to WNRC when 4 years old Offer to NARA in 5-year blocks when 20-25 years old</i></p>	SECNAVINST 5212.5D, 13000.10a	
17	<p><u>General Aeronautical and Astronautical Material Records - Specifications for the Development and Manufacture of Aircraft and Aeronautical and Astronautical Equipment. Reference Copies</u> – Copies of specifications accumulated for reference purposes only.</p> <p><i>Disposition - Retain on board Destroy when specification is approved, cancelled, or superseded</i></p>	SECNAVINST 5212.5D, 13000.10b	
18	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Characteristics Records</u> – The records in this (SSIC 13010-13019) series are related to aircraft characteristics and include performance; flying qualities, stability, and control; aerodynamics and hydrodynamics; and structural (loads) records. <u>Primary Program Records</u> – These records document such vital information as weight and dimensions of aircraft, engine power, engine type, take-off distance, wind over aircraft needed for take off, and range depending on mission and weapon load. Files include detailed description of aircraft operation under different conditions, aircraft's ability to withstand stress, and hydro-dynamics of a seaplane or flying boat. <u>Standard Aircraft Characteristics Charts.</u></p> <p><i>Disposition - Permanent Transfer to WNRC when 4 years old Offer to NARA in 5-year blocks when 20-25 years old</i></p>	SECNAVINST 5212.5D, 13010.1a	
19	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Characteristics Records – Primary Program Records. Working Documents and Test Data Used to</u></p>	SECNAVINST 5212 5D,	

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<p><u>Develop Standard Aircraft Characteristics Charts.</u></p> <p><i>Disposition - Retain on board. Transfer to National Air and Space Museum when item no longer in inventory</i></p>	13010.1b	
20	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Maintenance Records</u> – The records in this (SSIC 13020-13029) series are related to aircraft maintenance and include organizational, intermediate, and overhaul and rework records. <u>General Correspondence Files</u> – Files of activities, departments, divisions, or units concerned with the construction, alteration, overhaul, and repair of equipment and aircraft.</p> <p><i>Disposition - Retain on board Destroy when 4 years old</i></p>	SECNAVINST 5212.5D, 13020.1	
21	<p><u>General Aeronautical and Astronautical Material Records - Airworthiness and Service Suitability Records</u> – The records in this (SSIC 13030-13039) series are related to airworthiness and service suitability and include test and evaluation, navy preliminary evaluation (NPE), service suitability trials, aircraft restrictions/limitations, and aircraft/stores compatibility records. <u>Primary Program Records</u> – These files describe how aircraft was originally tested by Navy to determine aircraft’s ability to perform. Records describe good points and shortcomings of the aircraft and corrective actions. Records include detailed descriptions of what aircraft could do well, very well, only acceptably, and could not do, and explain why. These records are accumulated by various naval activities, departments, divisions, and units and consist of correspondence and reports.</p> <p><i>Disposition - Permanent Transfer to WNRC when 4 years old Offer to NARA in 5-year blocks when 20-25 years old</i></p>	SECNAVINST 5212 5D, 13030.1	
22	<p><u>General Aeronautical and Astronautical Material Records - Aircraft Survival/Vulnerability Records. Correspondence, Reports, and Related Records</u> – Files that explain the aircraft’s ability to effectively perform under specific circumstances These records are accumulated by various naval activities, departments, divisions, and other organizational units</p>	SECNAVINST 5212.5D, 13040.1	

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<i>Disposition - Permanent Transfer to WNRC when 4 years old Offer to NARA in 5-year blocks when 20-25 years old</i>		
23	<p><u>General Aeronautical and Astronautical Material Records - Configuration Control Records - Configuration Control Board (CCB) Actions - Master Files</u> – These files consist of CCB change requests and supporting data, changes to weapons configuration program, availability of equipment, cost and funding documents, and logistic milestone charts.</p> <p><i>Disposition - Permanent Transfer to WNRC when 5 years old Offer to NARA when 20 years old</i></p>	SECNAVINST 5212.5D, 13050.1a	
24	<p><u>General Aeronautical and Astronautical Material Records - Configuration Control Records - Configuration Control Board (CCB) Actions. Reference Copies.</u></p> <p><i>Disposition - Retain on board Destroy when proposals are implemented or no longer needed for reference</i></p>	SECNAVINST 5212.5D, 13050.1c	
25	<p><u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records - Engineering Change Proposals (ECPs)</u>- Files consist of recommendations made by the Navy and/or Navy contractors or other interested parties for changes in procedures for the upkeep, maintenance, repair, or improvement of aircraft, aeronautical equipment, or material, including supporting documentation and correspondence. <u>ECPs Filed with the Official Contract Case File.</u></p> <p><i>Disposition - Retain on board Destroy 6 years and 3 months after final payment under the contract</i></p>	SECNAVINST 5212.5D, 13051.1a	
26	<p><u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records - Engineering Change Proposals. Rejected Items.</u></p> <p><i>Disposition - Retain on board Destroy 6 months after final payment under the contract</i></p>	SECNAVINST 5212.5D, 13051.1b	
27	<p><u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records - Engineering Change Proposals Reference Copies.</u></p>	SECNAVINST 5212.5D, 13051.1c	

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
	<i>Disposition - Retain on board Destroy after proposal is implemented, other action is taken, or no longer needed for reference</i>		
28	<u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records. Aircraft Service Change Folders</u> – These files consist of correspondence and service changes. <i>Disposition - Retain on board Destroy when superseded</i>	SECNAVINST 5212.5D, 13051.2	
29	<u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records. Summarization of Major Modifications</u> – These files are summaries of major modifications to aircraft and weapons systems maintained by project managers <i>Disposition - Retain on board Destroy after aircraft is stricken</i>	SECNAVINST 5212.5D, 13051.3	
30	<u>General Aeronautical and Astronautical Material Records - Engineering Change Proposals Records. Master Set of Proposals</u> – Files generally include and are handled as master technical instructions or plans files. <i>Disposition - Permanent Forward to WNRC when aircraft is stricken form Navy list Offer to NARA when 20 years old</i>	SECNAVINST 5212.5D, 13051.4	
31	<u>General Aeronautical and Astronautical Material Records - Changes and Bulletins Records</u> <u>Changes and Bulletins</u> – A change directs the accomplishment and recording of a configuration change, that is, material change, a modification, or an alteration in the characteristics of the equipment. A bulletin directs a one-time inspection to determine whether a given condition exists and specifies what action shall be taken. Files include changes, bulletins, change kit records, and fleet proposals for aircraft modifications. <i>Disposition - Transfer to WNRC when 5 years old Destroy when 10 years old</i>	SECNAVINST 5212.5D, 13052.1	
32	<u>General Aeronautical and Astronautical Material Records - Change Kit – Aircraft Service Change Folders</u> – Records relating to parts or set of parts, material and tooling required to change the form, fit, or function of a system, equipment, component or piece of hardware.	SECNAVINST 5212.5D, 13053.1	

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	<i>Disposition - Transfer to WNRC when 5 years old Destroy when 10 years old</i>		
33	<p><u>General Aeronautical and Astronautical Material Records - Fleet Proposal for Aircraft Modification Records – Engineering Change Proposals</u> – Recommendations for changes in maintenance, repair, or improvement of aeronautical or astronautical equipment or materials.</p> <p><i>Disposition - Transfer to WNRC when 5 years old Destroy when 10 years old</i></p>	SECNAVINST 5212.5D, 13054.1	
34	<p><u>General Aeronautical and Astronautical Material Records - Weight and Balance Records – Reports and Correspondence</u> – Files used to ensure that the aircraft has accurate weight and center-of-gravity to operate within permissible limits and to estimate new weights of design when they are in the preliminary stages.</p> <p><i>Disposition - Permanent Transfer to WNRC when 4 years old Offer to NARA in 5-year blocks when 20-25 years old</i></p>	SECNAVINST 5212.5D, 13060.1	
35	<p><u>General Aeronautical and Astronautical Material Records - Reliability and Maintenance Records – Quality Assurance Program Records</u> – These records identify, report, and correct quality deficiencies in reworked and newly procured material. <u>Quality Deficiency Reports</u> – Files include amplifications such as safety and engineering investigation requests. Reporting activities.</p> <p><i>Disposition - Destroy when 6 months old</i></p>	SECNAVINST 5212.5D, 13070.1a(1)	
36	<p><u>General Aeronautical and Astronautical Material Records - Reliability and Maintenance Records – Quality Assurance Program Records – Quality Deficiency Reports</u>. Receiving activities.</p> <p><i>Disposition - Destroy when 1 year old</i></p>	SECNAVINST 5212.5D, 13070.1a(2)	
37	<p><u>General Aeronautical and Astronautical Material Records - Exterior/Interior Finish, Marking, and Lighting Records – Specification Records</u> – These records consist of specifications describing how each aircraft is painted and marked with serial numbers,</p>	SECNAVINST 5212.5D, 13080.1	

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	<p>squadron identification numbers and insignia, instructions, and warnings.</p> <p><i>Disposition - Permanent Retain on board Offer to NARA when specification is cancelled or superseded</i></p>		
38	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records – Aircraft Log Books and Records</u> – These records consist of monthly flight summaries, aircraft non-aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and scheduled removal components records. <u>Experimental Aircraft</u> – Monthly flight summaries and inspection records of rework.</p> <p><i>Disposition - Permanent Forward to WNRC when aircraft is stricken from Navy List Offer to NARA when 20 years old</i></p>	SECNAVINST 5212.5D, 13090.1a(1)	
39	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records – Aircraft Log Books and Records. Experimental Aircraft</u> – All other Records listed in 13090.1.</p> <p><i>Disposition - Transfer to nearest FRC when 4 years old Destroy when 10 years old</i></p>	SECNAVINST 5212.5D, 13090.1a(2)	
40	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records – Aircraft Log Books and Records. Records of Destroyed Aircraft.</u></p> <p><i>Disposition - Retain on board Destroy after completion of any necessary investigation and preparation of required reports, provided the aircraft does not fall in para 13090 1a(1)</i></p>	SECNAVINST 5212.5D, 13090.1b	
41	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records – Aircraft Log Books and Records. Records of Aircraft Sold or Transferred to Other than Navy Custody.</u></p> <p><i>Disposition - Remove and destroy classified information or obtain clearance for release through appropriate channels, then transfer logs and records with equipment unless otherwise instructed by proper authority</i></p>	SECNAVINST 5212.5D, 13090.1c	

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42	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records – Aircraft Log Books and Records. Aircraft and/or Equipment Lost in Combat or That Have Been Involved in an Accident Resulting in Death, Missing In Action or Injury of Any Person, and/or Substantial Damage to Other Than Government Property.</u></p> <p><i>Disposition - Operating activity retain for 1 year for defense to litigation action, then forward to WNRC Destroy when 20 years old</i></p>	SECNAVINST 5212.5D, 13090.1d	
43	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records –Aircraft Inventory Records</u> – These records consist of equipment lists, shortages, certifications, and records of transfers used to maintain a continuous chain of custodial responsibility incident to the transfer and acceptance of aircraft. <u>Superseded Records.</u></p> <p><i>Disposition - Retain on board Destroy after second transfer has been recorded on a new form</i></p>	SECNAVINST 5212.5D, 13090.2a	
44	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records –Aircraft Inventory Records. Reissued Records.</u></p> <p><i>Disposition - Retain on board Remove last report and merge with the new record</i></p>	SECNAVINST 5212.5D, 13090.2b	
45	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records –Aircraft Inventory Records. Transferred to Another Government Agency or to a Foreign Government.</u></p> <p><i>Disposition - Transfer with aircraft</i></p>	SECNAVINST 5212.5D, 13090.2c	
46	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records –Aircraft Inventory Records. Sold to a Private Party.</u></p> <p><i>Disposition - Remove and destroy classified information or obtain clearance for release through appropriate channels, then transfer records with aircraft unless otherwise instructed by proper authority</i></p>	SECNAVINST 5212.5D, 13090.2d	

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47	<p><u>General Aeronautical and Astronautical Material Records – Logs and Records – Aircraft Inventory Records. Stricken Because of Accident.</u></p> <p><i>Disposition - Striking or salvaging activity will retain on board Destroy when no longer needed by investigating authorities</i></p>	SECNAVINST 5212.5D, 13090.2e	
48	<p><u>Aircraft (Complete) Records</u> – The records in this (SSIC 13100-13199) series are related to general aircraft (complete) records and include fixed wing (antisubmarine, attack, cargo/transport, fighter, special electronics, patrol, trainer, utility, and vertical flight (helicopters, VSTOL)), research, and aircraft targets records. <u>General Aircraft (Complete) Records – Aircraft Accountability and Status</u> – Records consist of correspondence, messages, reports, and other records that describe the location and condition of aircraft.</p> <p><i>Disposition - Destroy when 2 years old</i></p>	SECNAVINST 5212.5D, 13100.1	
49	<p><u>Aircraft (Complete) Records. General Aircraft (Complete) Records – Aircraft Availability</u> – Records consist of correspondence, messages, and other records that indicate what type of aircraft are available for service.</p> <p><i>Disposition - Destroy when 2 years old</i></p>	SECNAVINST 5212.5D, 13100.2	
50	<p><u>Aircraft (Complete) Records. General Aircraft (Complete) Records – Other Records.</u></p> <p><i>Disposition - Retain on board Destroy when aircraft is stricken from the Navy list</i></p>	SECNAVINST 5212.5D, 13100.3	
51	<p><u>Avionics Records</u> – The records in this (SSIC 13200-13299) series are related to general avionics records and include automatic carrier landing system; electrical power distribution components and systems; airborne navigation, automatic flight control and instrument systems (navigational and fuel consumption instruments and computers, flight instruments, automatic pilot mechanisms and airborne gyro components, and engine instruments); communication and identification (CNI) systems; airborne weapons (fire control) systems and airborne missile guidance systems (gun sights); general purpose computers; antisubmarine warfare (ASW) systems; electronic warfare (EW) systems; electric power generator, inverter, converter, and battery systems and components; and</p>	SECNAVINST 5212.5D, 13200.1	

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	airborne radar records. <u>General Avionics Records – Correspondence and Reports</u> – Files documenting the significant development, production, test, evaluation, and basic design of electrical and electronic devices for use in aviation, especially electronic control systems for aircraft and airborne weapons. <i>Disposition - Permanent Transfer to WNRC when 5 years old Offer to NARA when 20 years old</i>		
52	<u>Avionics Records. General Avionics Records - All Other Records</u> <i>Disposition - Transfer to FRC when 5 years old. Destroy when 10 years old</i>	SECNAVINST 5212.5D, 13200.2	
53	<u>Airframe Systems, Components, and Accessories Records</u> – The records in this (SSIC 13400-13599) series are related to general airframe systems, components, and accessories records and include structural (includes materials) (fuselage, wing, tail, control surfaces, flaps, etc; windows, windshields, and canopies; doors, hatches, and removable panels; nacelles and radomes; nuts, bolts, rivets, and fasteners); landing gear, wheels, and brakes (tires and tubes); aircraft components for arresting and launching; hydraulic, pneumatic, and lubrication systems (pumps and motors, valves and lines, actuators, fluidic devices, lubrication (excluding engine), and pitot-static systems (excluding instruments)); de-icing, anti-icing, and anti-fogging (airframe de-icing and windshield de-icing, defogging, and rain removal); environmental control and life support (heating and air conditioning, oxygen, and pressurization); fuel system (excluding engine) (internal fuel tanks, external fuel tanks and in-flight refueling); special mission systems (internal cargo, external cargo (includes helicopter pickup and delivery systems), airdropped cargo systems, airborne mine countermeasures systems, and aerial towing (targets and gliders)); fire detection and protection, escape and crew systems (general); escape systems (ejection seats and parachutes); crew systems (crew station design and human factors; comfort (galley, bunks, and lavatories); emergency equipment (life rafts, mae wests, and survival kits); and personal flying equipment records <u>General Airframe Systems, Components and Accessories Records – Records and General correspondence</u> – Files concerning general airframe systems, components, and accessories	SECNAVINST 5212.5D, 13400.1	

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	<i>Disposition - Retain on board Destroy after aircraft is stricken from the Navy List</i>		
54	<u>Aeronautical Ground Support Equipment Records</u> (SSIC 13600-13699). <u>General Aeronautical Ground Support Equipment Records – General Correspondence, Reports, and Memoranda</u> – Files which are nonpolicy in nature and are concerned with the design, development, production, test, evaluation, and support of aeronautical support equipment. <i>Disposition - Retain on Board Destroy when 5 years old</i>	SECNAVINST 5212.5D, 13600.1	
55	<u>Aeronautical Ground Support Equipment Records - Common Ground Support Equipment Records – General Correspondence</u> – Files containing information dealing with an item of support equipment which had application to and is used in support of more than one end item. <i>Disposition - Retain on board Destroy when 5 years old</i>	SECNAVINST 5212.5D, 13610.1	
56	<u>Aeronautical Ground Support Equipment Records. Peculiar Ground Support Equipment Records – General Correspondence</u> – Files dealing with an item of support equipment that is designed and developed in conjunction with the development of a particular end item and does not have broad application. <i>Disposition - Retain on board Destroy when 5 years old</i>	SECNAVINST 5212.5D, 13620.1	
57	<u>Aeronautical Ground Support Equipment Records. Automatic Test Equipment Records – General Correspondence, Reports, and Memoranda</u> – Records concerning equipment that, either automatically or semi-automatically, carries out a predetermined program of testing for possible malfunctions without reliance on human intervention. <i>Disposition - Retain on board Destroy when 5 years old</i>	SECNAVINST 5212.5D, 13630.1	
58	<u>Aeronautical Ground Support Equipment Records. Calibration Ground Support Equipment Records – General Correspondence, Reports, and Memoranda</u> – Records concerning standards, test, and measurement equipment used in the inspection, acceptance and calibration of equipment.	SECNAVINST 5212.5D, 13640.1	

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	<i>Disposition - Retain on board Destroy when 5 years old</i>		
59	<p><u>Aeronautical Ground Support Equipment Records. Aircraft Maintenance Material Readiness List (AMMRL) Program Records</u> – The AMMRL program is the title of the overall NAVAIR management effort for inventory management of support equipment (SE) end items in-use at organizational and intermediate maintenance activities. The AMMRL program uses previously generated technical factors to establish SE allowances, track in-use assets, and identify asset shortages. This information provides a basis for asset redistribution, budget development, and material readiness measurements <u>Input Data and Related Documents</u>.</p> <p><i>Disposition - Retain on board Destroy when 1 year old or purpose is served, whichever is later</i></p>	SECNAVINST 5212.5D, 13650.1	
60	<p><u>Aeronautical Ground Support Equipment Records. Aircraft Maintenance Material Readiness List (AMMRL) Program Records –Master Application Data for Material Readiness List (ADMRL) File</u></p> <p><i>Disposition - Retain on board Destroy when no longer needed for reference</i></p>	SECNAVINST 5212.5D, 13650.2	
61	<p><u>Aeronautical Ground Support Equipment Records. Aircraft Maintenance Material Readiness List (AMMRL) Program Records –Verification Files of Input Data</u></p> <p><i>Disposition - Retain on board Destroy when superseded or obsolete</i></p>	SECNAVINST 5212.5D, 13650.3	
62	<p><u>Aeronautical Ground Support Equipment Records. Aircraft Maintenance Material Readiness List (AMMRL) Program Records – Files Used to Issue Various Reports</u></p> <p><i>Disposition - Retain on board Destroy when superseded or obsolete</i></p>	SECNAVINST 5212.5D, 13650.4	
63	<p><u>Aeronautical Ground Support Equipment Records Aircraft Maintenance Material Readiness List (AMMRL) Program Records –Output Reports</u></p> <p><i>Disposition - Retain on board Destroy when no longer needed for reference</i></p>	SECNAVINST 5212.5D, 13650 5	

<u>ITEM. NO.</u>	<u>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</u>	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARA USE ONLY)
64	<p><u>Aeronautical Ground Support Equipment Records. Repair Parts (Shortages) Records – Technical Data and Related Information Document</u> – Records concerning spare and repair parts maintained by supply-control or by maintenance and repair activities.</p> <p><i>Disposition - Retain on board Destroy when superseded or when aircraft or equipment is removed from the supply system</i></p>	SECNAVINST 5212.5D, 13660.1	
65	<p><u>Aeronautical Ground Support Equipment Records. Mobile Facility Records – Correspondence, messages, reports, logbooks, and inventory records relating to habitable facilities sheltering aviation weapons systems maintenance and tactical operations. Primary Accountability Documents</u> – Records including the Mobile Facility (MF) Logbook and Inventory Records (Part II); and OPNAV 4790/51, GSE Custody and Maintenance (Part I).</p> <p><i>Disposition - Retain on board Destroy after termination of the service life of the MF or when the MF is surveyed</i></p>	SECNAVINST 5212 5D, 13670.1	
66	<p><u>Aeronautical Ground Support Equipment Records. Mobile Facility Records – Reports</u> – Files including NAVAIR 13670-4 Mobile Facility Equipment Transfer/Receipt Report; etc.</p> <p><i>Disposition - Destroy 1 year after submission</i></p>	SECNAVINST 5212 5D, 13670.2	
67	<p><u>Aeronautical Ground Support Equipment Records. Mobile Facility Records – Other Records</u> – All other reports pertaining to the MF that are not specifically described in paras. 13670.1 and 2.</p> <p><i>Disposition - Destroy when 2 years old</i></p>	SECNAVINST 5212.5D, 13670.3	
68	<p><u>Aeronautical Ground Support Equipment Records. Rework, Maintenance, and Checkout Records – Support Equipment (SE) DEPOT Rework Management Records –History Files.</u></p> <p><i>Disposition - Retain on board Destroy when 5 years old</i></p>	SECNAVINST 5212 5D, 13680.1b	

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69	<p><u>Aeronautical Ground Support Equipment Records. Rework, Maintenance, and Checkout Records – Support Equipment (SE) DEPOT Rework Management Records – Other Related Files</u></p> <p><i>Disposition - Destroy when 2 years old</i></p>	SECNAVINST 5212.5D, 13680.1c	
70	<p><u>Aeronautical Ground Support Equipment Records. Avionics Support Equipment Records – General Correspondence, Reports, and Memoranda</u> – Records concerning equipment used on the ground to maintain an avionics system.</p> <p><i>Disposition - Retain on board Destroy when 5 years old</i></p>	SECNAVINST 5212.5D, 13690.1	
71	<p><u>Engines and Engine Systems (Including Components and Accessories) Records</u> – The records in this (SSIC 13700-13799) series are related to general engines and engine systems (including component and accessories) records and include reciprocating, turboshaft and jet, rocket, nuclear, engine diagnostics, engine fuel systems, engine electrical systems, engine cooling systems, and engine systems components records Aircraft engine accounting systems records are used to provide current information on location, condition, and performance history of each aircraft engine. These records are the basis for supporting requirement computation and budget request for spare engines, repair parts, and rework requirements. <u>General Engines and Engine Systems (Including Components and Accessories) Records – Transaction Reports</u> – In various formats submitted via remote terminal(s) by reporting activities, controlling custodians, or NAVAIR fleet support (FS) custodians, or designated overhaul points DOPs). Reporting activities.</p> <p><i>Disposition - Destroy when 3 years old</i></p>	SECNAVINST 5212.5D, 13700.1a(1)	
72	<p><u>General Engines and Engine Systems (Including Components and Accessories) Records – Transaction Reports</u> – NAVAIRHQ.</p> <p><i>Disposition - Destroy when 1 year old</i></p>	SECNAVINST 5212.5D, 13700.1a(3)	

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73	<p><u>General Engines and Engine Systems (Including Components and Accessories) Records – End of Quarter Reports</u> – Reports of flying hours for installed engines maintained by controlling custodian or NAVAIR FS Custodian or at DOPS and/ or NAVAIRHQ.</p> <p><i>Disposition - Destroy when 2 years old</i></p>	SECNAVINST 5212.5D, 13700.2	
74	<p><u>General Engines and Engine Systems (Including Components and Accessories) Records – Aircraft Engine Record (Worksheet)</u></p> <p><i>Disposition - Retain on board Destroy 6 months after transfer or disposition of engine</i></p>	SECNAVINST 5212.5D, 13700.4	
75	<p><u>Launching and Landing Equipment Records</u> – The records in this (SSIC 13800-13899) series are related to general launching and landing equipment and include arresting, barrier, and barricade recovery equipment; launching (shipboard and land-based); and visual landing aids records. <u>General Launching and Landing Equipment Records – General Correspondence, Reports, and Data</u> – Records relating to general launching and landing equipment.</p> <p><i>Disposition - Retain on board Destroy when 7 years old</i></p>	SECNAVINST 5212.5D, 13800.1	
76	<p><u>Other Instrument and Laboratory Equipment Records</u> – Records in this (13900-13999) series are related to general other instruments and laboratory equipment and include meteorological instruments and equipment, aircraft alarm and signal systems (include oxygen, pressure signals, and warning devices), and combination and miscellaneous instruments records. <u>General Other Instruments and Laboratory Equipment Records – General Correspondence, Reports, and Data</u> – Records relating to other instruments and laboratory equipment.</p> <p><i>Disposition - Retain on board Destroy when 5 years old</i></p>	SECNAVINST 5212.5D, 13900.1	