

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-NU-10-2	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1 FROM (Agency or establishment) Department of the Navy		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Naval Air Systems Command			
3 MINOR SUBDIVISION Naval Air Technical Data and Engineering Service			
4 NAME OF PERSON WITH WHOM TO CONFER Matthew D Staden	5 TELEPHONE NUMBER (202) 433-4217	DATE Dec 10	ARCHIVIST OF THE UNITED STATES 
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>4</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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 2-25-10	SIGNATURE OF AGENCY REPRESENTATIVE Charley A Barth 		TITLE Director of Navy Records
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>Background</u> The disposition for SSIC 9085, paragraphs 1b(6), 1e(8), and 4 and SSIC 13000, paragraph 6 deal with engineering drawings contained in an electronic system used by COMNAVSEASYS COM and COMNAVAIRSYS COM and are currently not scheduled COMNAVAIRSYS COM serves as the executive agent for this system, currently known as the Joint Engineering Data Management Information and Control System (JEDMICS) The input records currently consist of approximately 45 million aperture cards located in North Island and other sites Many of these cards will not be converted to electronic or optical images Dispositions are currently cited in SECNAV M-5210 1 of November 2007 as "DO NOT DESTROY Disposition not authorized" This schedule requests approval for dispositions for these records</p> <p style="text-align: center;"><u>SSIC 9085</u> <u>ENGINEERING DRAWINGS</u></p> <p>SSIC 9085 to 9085 1b(5) No change</p> <p>(6) Electronic/optical disk images of HME drawings maintained at COMNAVSEASYS COM designated Master DoD Engineering Drawings Database site (See SSIC 9085, para 4 for description of system) Note Since 1999 this system has been known by several names such as Engineering Drawing</p>	(N1-NU-89-3) SSIC 9085, paragraph 1b(6)	

	<p>Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS) Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS)</p> <p>(a) Records not converted to electronic/optical media</p>		
1	<p>PERMANENT Cut of annually at end of CY Transfer to FRC when file is inactive Transfer to NARA 55 years after cutoff or when equipment is obsolete, whichever is earlier</p> <p>(b) Input data Records converted to electronic/optical media Note Once converted see SSIC 9085 1e(8)(a) for disposition</p>	N1-NU-89-3	
2	<p>Destroy after the information has been converted to an electronic/optical medium in the master file and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic/optical records in the master file, or 60 days after NARA has been provided the notification required by 36 CFR 1228 31(b)(11)(i), whichever is later Note Offer to Naval Heritage and History Command (NHHC), or Historic Naval Ships Association (HNSA) if drawing configuration is included onboard ships maintained as museums</p> <p>(c) Output data</p>	<p>882 3/10/2010</p> <p>GRS 20, Item 2a(4) SSIC 9085, paragraph 1b(6)</p>	
3	<p>Destroy when no longer needed for administrative, legal, audit, or other operational purposes</p> <p>SSIC 9085 1c to 9085 1e(7) No change</p> <p>(8) Electronic/optical disk images of ordnance drawings maintained at COMNAVSEASYS COM designated Master DoD Engineering Drawings Database site (See SSIC 9085, para 4 for description of system) Note Since 1999 this system has been known by several names such as Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS) Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS)</p> <p>(a) Records not converted to electronic/optical media</p>	<p>882 3/10/2010</p> <p>GRS 20, Item 6 SSIC 9085, paragraph 1b(6)</p> <p>N1-NU-89-3 SSIC 9085, paragraph 1e(8)</p>	
4	<p>PERMANENT Cut of annually at end of CY Retire to FRC when file is inactive Transfer to NARA 55 years after cutoff or when equipment is obsolete, whichever is earlier</p> <p>(b) Input data Records converted to electronic/optical media Note Once converted see SSIC 9085 1e(8)(a) above for disposition</p>	New	
5	<p>Destroy after the information has been converted to an electronic/optical medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or</p>	New	

	serve as a backup to, the electronic records, whichever is later		
	Note Offer to Naval Heritage and History Command (NHHC), or Historic Naval Ships Association (HNSA) if drawing configuration is included onboard ships maintained as museums		
	(c) Output data		
6	<p>Destroy when no longer needed for administrative, legal, audit, or other operational purposes</p> <p>SSIC 9085 2 to 9085 3d No change</p> <p>4 Master DoD Engineering Drawings Database Files Database is an electronic/optical imaging system that provides electronic/optical image storage of all COMNAVSEASYSKOM and COMNAVAIRSYSKOM engineering drawings for all levels of the Naval establishment as well as for other DoD entities This database is a major part of the DoD Computer-Aided Acquisition and Logistic Support Program (CALS) CALS automates the creation, handling, and storage of all technical documentation Note Since 1999 the engineering drawing database has been known under several names such as Engineering Drawing Management Information and Control System (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS) Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system known as the Technical Data Management Information System (TDMIS)</p> <p>a Master file and Historical Data Images Database Records Database contains standard engineering data such as drawings and technical documents of ship, aircraft and weapons received from COMNAVSEASYSKOM and COMNAVAIRSYSKOM</p>	<p>New</p> <p>GRS 20, Item 6</p> <p>SBR 3/10/2010</p>	
7	<p>PERMANENT Transfer annually to NARA as specified in 36 CFR 1235 40 or standards applicable at the time of transfer Format and method of transfer to be determined by NARA and CNO (DNS-5) at the time of transfer Delete data that has already been transferred to NARA from Master file database when 55 years old or when equipment is obsolete, whichever is earlier</p> <p>b Input data</p>	<p>(N1-NU-89-3)</p> <p>SSIC 9085, paragraph 4a</p>	
8	<p>Delete when data has been entered into the master file and verified, or when no longer required to support reconstruction of, or serve as backup to, the master file, and when no longer needed to support reconstruction or for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, whichever is later Note Offer to Naval Heritage and History Command (NHHC), or Historic Naval Ships Association (HNSA) if drawing configuration is included onboard ships maintained as museums Note Once converted see SSIC 9085 4(a) above for disposition</p> <p>c Output data</p>	<p>New</p> <p>GRS 20, Item 2</p> <p>SBR 3/10/2010</p>	
9	Destroy when no longer needed for administrative, legal, audit,	<p>3/10/2010</p> <p>SBR</p> <p>GRS 20, Item 6</p>	

	or other operational purposes.	SSIC 9085, paragraph 4c	
10	<p>d Documentation Includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications and final reports (regardless of medium) relating to a master file, database or other electronic records</p> <p>PERMANENT Transfer annually to NARA as specified in 36 CFR 1235 40 or standards applicable at the time of transfer Format and method of transfer to be determined by NARA and CNO (DNS-5) at the time of transfer Delete documentation that has already been transferred to NARA from Master file database when superseded or no longer needed for reference</p> <p style="text-align: center;"><u>SSIC 13000.6</u> <u>Aeronautical Engineering Drawings and Related Data</u></p> <p>SSIC 13000 6 (description) No change</p> <p>a Input Data</p> <p>(1) Records converted to other media maintained at activities having development or design/ engineering cognizance Note Once converted see SSIC 13000 6a(2)</p>	<p>3/10/2010 SBR</p> <p>N1-NU-89-3 SSIC 9085, paragraph 4d</p>	
11	<p>Destroy after the information, regardless of media, has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic/optical records, whichever is later</p> <p>(2) Records not converted to electronic/optical media</p>	New	
12	<p>PERMANENT Cut of annually at end of CY Transfer to FRC when file is inactive Transfer to NARA 55 years after cutoff or when equipment is obsolete, whichever is earlier</p> <p>SSIC 13000 6b to c(2) No change</p> <p>d. Output data</p>	New	
13	<p>Destroy when no longer needed for administrative, legal, audit, of other operational purposes</p> <p>e Master database file Copies of engineering and related data entered into the master DoD Electronic Engineering Database site at COMNAVAIRSYSCOM This database maintains standard engineering data drawings and technical documents of aircraft and weapons that support COMNAVAIRSYSCOM and war-fighters Note Since 1999 this database has been known by several different names such as Engineering Drawing Management Information and Control system (EDMICS) and Joint Engineering Data Management Information and Control System (JEDMICS) Technical manuals necessary to locate specific drawings contained in the master file database are contained in a separate electronic system</p>	GRS 20, Item 6	3/10/2010 SBR

14	<p>PERMANENT Transfer annually to NARA as specified in 36 CFR 1235.40 or standards applicable at the time of transfer. Format and method of transfer to be determined by NARA and CNO (DNS-5) at the time of transfer. Delete data that has already been transferred to NARA from Master file database when 55 years old or when equipment is obsolete, whichever is earlier.</p> <p>f Documentation Includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications and final reports (regardless of medium) relating to a master file, database or other electronic records.</p>	New	
15	<p>PERMANENT Transfer annually to NARA as specified in 36 CFR 1235.40 or standards applicable at the time of transfer. Format and method of transfer to be determined by NARA and CNO (DNS-5) at the time of transfer. Delete documentation that has already been transferred to NARA from Master file database when superseded or no longer needed for reference.</p>	New	