

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <b>NI-NU-86-2</b>	DATE RECEIVED <b>12/11/85</b>
1. FROM (Agency or establishment) <b>DEPARTMENT OF THE NAVY</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION <b>NAVAL DATA AUTOMATION COMMAND</b>			
3. MINOR SUBDIVISION <b>NAVAL SEA SYSTEMS COMMAND</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>MS. PAT TOWNSEND</b>	5. TELEPHONE EXT. <b>433-4217</b>	DATE <b>10/23/86</b>	ARCHIVIST OF THE UNITED STATES <i>Frank G. Baker</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <b>12/3/85</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. L. Adams</i> <b>J. L. ADAMS</b>	D. TITLE <b>Director, Naval Records and Information Management Department</b>
---------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p><b>CHAPTER 8</b></p> <p><b>SSIC 8000-8999</b></p> <p><b>ORDNANCE MATERIAL RECORDS</b></p> <p>The records described in this schedule relate to the design, development, production, and readiness of all types of ordnance material and functions. They are accumulated by any shore activity or departmental office concerned with ordnance related functions involving any type of weapon system used by the Naval forces. Records relating to research and development are covered in Chapter 3. Records relating to maintenance and other logistical matters are covered in Chapter 4.</p> <p>This certifies that the records described in this schedule will be microfilmed in accordance with the standards set forth in 36 CFR, Part 1230.</p>		<b>238 items</b>

## CHAPTER 8

ORDNANCE MATERIAL RECORDS  
SSIC 8000-8999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE DESIGN, DEVELOPMENT, PRODUCTION, AND READINESS OF ALL TYPES OF ORDNANCE MATERIAL AND FUNCTIONS. THEY ARE ACCUMULATED BY ANY SHORE ACTIVITY OR DEPARTMENTAL OFFICE CONCERNED WITH ORDNANCE RELATED FUNCTIONS INVOLVING ANY TYPE OF WEAPON SYSTEM USED BY THE NAVAL FORCES. RECORDS RELATING TO RESEARCH AND DEVELOPMENT ARE COVERED IN CHAPTER 3. RECORDS RELATING TO MAINTENANCE AND OTHER LOGISTICAL MATTERS ARE COVERED IN CHAPTER 4.

SSIC 8000-8199

GENERAL ORDNANCE MATERIAL AMMUNITION AND EXPLOSIVES RECORDS

SSIC 8000

GENERAL ORDNANCE MATERIAL RECORDS

1. PRIMARY PROGRAM RECORDS

a. Chief of Naval Operation, Commandant of Marine Corps and Naval Sea Systems Command Headquarters. Files and records, documenting the development and accomplishment of policies, plans, and programs and procedures for naval ordnance in the performance of the assigned mission of the command to provide material support to meet the needs of the Department of the Navy, other military departments and defense agencies within the assigned "material support" responsibility of the command.

Permanent. Transfer to Washington National Records Center (WNRC) when 4 years old, except Marine Corps activities will transfer to WNRC when 5 years old. Offer to National Archives and Records Administration (NARA) when 20 years old.

b. Navy Shore Activities Assigned Responsibility for Naval Ordnance. Files and records documenting the organization of the activity, overall development and accomplishment of significant plans and policies concerning naval ordnance of continuing, long term, historical, scientific, legal or administrative value.

Permanent. Transfer to nearest Federal Records Center (FRC) when 4 years old. Offer to NARA when 20 years old.

2. GENERAL RECORDS

a. Files of Naval Ordnance Activities. (Exclusive of CNO, CMC, and NAVSEASYS COM Headquarters and Navy shore activities assigned responsibility for naval ordnance). Files and records documenting the organization of the activity and overall development and accomplishment of plans, studies and projects and essential transactions of the activity.

Transfer to nearest FRC when 2 years old. Destroy when 6 years old.

b. Internal Ordnance Functions Records. Routine internal operations concerning administration of ordnance functions at NAVSEA Headquarters and shore activities.

Retain on board. Destroy when 2 years old.

### 3. DUPLICATE RECORDS

a. Records Duplicated in Other Files. Files and records that are duplicated or summarized in records described above.

Retain on board. Destroy when 2 years old.

4. UNIDENTIFIED RECORDS. Records relating to Navy ordnance that are not described in this chapter.

Disposition not authorized. Submit an SF 115 following the guidelines in Part II, paragraph 4.

### 5. ORDNANCE DESIGN AND MATERIAL

a. Life Cycle Engineering and Management and Fleet Support Records. Files and records at NAVSEA Headquarters documenting the direction, control, and decisions in the planning, programming, budgeting, development, acquisition, maintenance, engineering, logistic support, material management and disposal of assigned systems and equipment in support of ordnance acquisition, fleet modernization and fleet material support. Exclude records maintained by the project manager and filed under SSIC 8000.1a.

Transfer to WNRC when 2 years old. Destroy when 10 years old

6. ORDNANCE TECHNICAL INSTRUCTIONS. Documents that contain descriptions and instructions for installation and alignment, operation, maintenance, and overhaul of weapon systems and equipment.

#### a. Ordnance Pamphlets (OP's) and Ordnance Data (OD's)

(1) Record copy, paper, no silver film exists, held by NAVSEA Central Technical Manual Management Activity and Naval Sea Data Support Activity, Naval Ship Missile Systems Engineering Station, Port Hueneme, CA, and published after January 1967. (Documents published prior to January 1967 are already at WNRC.)

Permanent. Transfer to WNRC when obsolete or no longer needed for reference. Offer to NARA when 20 years old.

(2) Record copy, microfilm, silver film and one copy, held by NAVSEA Central Technical Manual Management Activity and Naval Sea Data Support Activity, Naval Ship Missile Systems Engineering Station, Port Hueneme, CA

Permanent. Transfer to WNRC immediately after filming and verification of microfilm. Offer to NARA when 20 years old.

(3) Record copy, paper has been filmed

Destroy when film is verified.

(4) All other copies, paper, including copies for which silver film exists and all other film copies

Retain on board. Destroy when no longer needed for reference.

b. Special Weapons Ordnance Publications (SWOP's)

(1) All series, except 6 and 8. Publications relate to handling, maintenance, testing, storage and transportation of nuclear weapons.

(a) Record copy at Navy Ordnance Station Indian Head Detachment, McAlester, OK

Permanent. Transfer to WNRC when obsolete or no longer needed for reference. Offer to NARA 10 years after transfer to WNRC.

(b) All other copies at any activity

Retain on board. Destroy when no longer needed for reference.

(2) Series 6, explosive disposal rendering safe procedures (nuclear weapons), and Series 8, explosive ordnance disposal weapons trainer rebuild procedures (nuclear weapons)

(a) Record copy at Naval Explosive Ordnance Disposal Technology Center, Indian Head, MD

Permanent. Transfer to WNRC when obsolete or

when no longer needed for reference. Offer to NARA 10 years after transfer.

(b) All other copies at any activity

Retain on board. Destroy when no longer needed for reference.

7. ORDNANCE REPORTS AND RELATED PAPERS. Copies of reports submitted to NAVSEA Headquarters or higher authority and not covered elsewhere in this chapter. These records are accumulated by preparing activities such as weapons testing facilities and fleet units.

Destroy when 2 years old.

8. DESIGN, DEVELOPMENT, TESTING, AND EVALUATION FOR NEW DESIGNS AND CONVERSIONS OF AIR, SURFACE, AND UNDERSEA WARFARE SYSTEMS. Component systems, equipment, and materials and high energy lasers which have a mission to destroy targets.

a. Documentation of the Design and Development of New and Improved Products from Concept Formulation Through Full Scale Production and Delivery to the Fleet. Documentation includes development concept paper, support of system, plan for program, logistics objectives, plans, performance parameters, areas of risk, alternatives, Defense Acquisition Review Council (DSARC) submissions and approvals, estimate of costs, life cycle costs, potential benefits, fiscal guidance, and review confirming need for system.

(1) Office of the NAVSEA project manager for designated projects, the acquisition management office for non-designated projects, and technical manager.

(a) Cognizance transferred

Transfer to new cognizant office.

(b) Cognizant office

Permanent. Transfer to WNRC when 4 years old.

(2) Other offices and activities

Offer to NARA when 20 years old.

Destroy when 2 years old or no longer needed for reference, whichever is earlier.

b. Documentation of Project Scheduling, Progress Reporting and Contract Administration. Records include intensive management, technical direction, engineering, control, and life cycle management. Documents include work tasks, schedules, cost reports, progress reports, and contract administration documents other than those which belong in the official contract file. (These files are located in the office of the project manager for the designated project and the acquisition management office for designated project.) These records relate to individual milestones or tasks within a project.

(1) Cognizance transferred

Transfer to new cognizant office.

(2) Cognizant office

Destroy when superseded or no longer needed for reference.

9. IN-SERVICE SYSTEMS MAINTENANCE RECORDS. Documentation of maintenance engineering and maintenance management at the organizational, intermediate, and depot levels, material management, and logistics support plans.

a. Office of Equipment Maintenance Manager

Transfer to nearest FRC when 2 years old.  
Destroy when 20 years old.

b. Activity Designated as the Maintenance Engineering Agent

Transfer to nearest FRC  
when 4 years old.  
Destroy when 20 years  
old.

10. SPECIFICATIONS FOR ORDNANCE EQUIPMENT. Records such as history (case) files for ordnance specifications; weapon specifications; and military specifications, standards, and handbooks for ordnance equipment consisting of copy of the specification and pertinent back-up documentation.

a. Paper Copies

(1) Record copy, no silver film copies exist, at Naval Ordnance Station, Indian Head, MD

Permanent. Transfer to  
WNRC when cancelled.  
Offer to NARA when 20  
years old.

(2) Record copy, when filmed

Destroy after film has  
been verified.

(3) All other copies

Retain on board. Destroy  
when no longer needed for  
reference.

b. Film

(1) Silver halide film and one copy at Naval Ordnance Station, Indian Head, MD

Permanent. Transfer to  
WNRC immediately after  
filming and verification  
of film. Offer to NARA  
when 20 years old.

(2) All other copies

Retain on board. Destroy  
when no longer needed for  
reference.

11. ORDNANCE EQUIPMENT HISTORY. Cards or other records recording the history of the piece of equipment located at the custodial activity.

Retain on board. Destroy after equipment is disposed of.

12. ORDNANCE EQUIPMENT ENGINEERING PLANS AND DRAWINGS FOR ALL ORDNANCE, WEAPONS, AND MATERIAL. Records relating to conventional ordnance, missiles, underwater ordnance, ordnance tools, spare parts, etc.

a. Originals on Linen, Mylar, or Similar Medium

(1) Design agent for the equipment (no silver film exists)

Permanent. Transfer to WNRC when equipment or system is removed from the active fleet. Forward copy of transmittal to Naval Ordnance Station, Louisville, KY. Offer to NARA when 30 years old.

(a) Equipment sold

Transfer one set of copies with equipment.

(2) Filmed, film copy verified

(a) Originals show complete gun mount, gun director, or rocket projector

Permanent. Transfer to WNRC when equipment or system is removed from the active fleet. Forward copy of transmittal to Naval Ordnance Station, Louisville, KY. Offer to NARA when 30 years old.

(b) All other original drawings such as small parts or subassemblies

Retain on board. Destroy when equipment or system is removed from active fleet and original is no longer needed.

b. Film Copies at Design Agent

(1) Record copy, silver film, and one copy

Permanent. Transfer to WNRC immediately after filming and verification. Offer to NARA when 30 years old.

(2) Other copies

Retain on board. Destroy when equipment is removed from active fleet.

(3) Equipment sold

Transfer one set of copies with equipment or material.

c. All Other Copies, Any Medium, Located at Ships Parts Control Center and Other Activities

Retain on board. Destroy when no longer needed for reference.

<sup>13.</sup> TECHNICAL REPORT FILES PREPARED IN CONNECTION WITH A PROJECT OR TASK. These reports summarize the progress, findings, and conclusions reached relative to specific projects. They may clarify and supplement information contained in work laboratory notebooks and other source data.

a. Record Copy (maintained by Project Manager)

Permanent. Transfer to WNRC when 4 years old. Destroy when 20 years old.

b. All Other Copies

Retain on board. Destroy when no longer for reference.

14. COMMANDING OFFICER'S NARRATIVE REPORTS. Evaluation by commanding officers of the missile systems and other weapon systems including system problems or operational experience.

a. Record Copy at Naval Ships Weapons Systems Engineering Station, Port Hueneme, CA

Transfer to nearest FRC when 5 years old. Destroy when 12 years old.

b. All Other Copies at all Other Activities

Retain on board. Destroy when no longer needed for reference.

15. PHOTOMICROGRAPHS OF METALS USED IN MANUFACTURE OF NAVAL NUCLEAR WEAPONS AND MATERIALS

a. Record Copy at Naval Ordnance Activities

Transfer to WNRC when 4 years old. Destroy when 50 years old.

b. All Other Copies

Retain on board. Destroy when no longer needed for reference.

SSIC 8010

AMMUNITION AND EXPLOSIVES RECORDS

1. ACTIONS OF NAVY MEMBER ON THE COORDINATION OF THE CONVENTIONAL AMMUNITION LOGISTICS PROGRAMS AND ACTIVITIES BOARD

a. Documentation of Board Decisions and Recommendations Including Background Information on Conventional Ammunition, Ammunition Production Base, and Ammunition Storage and Distribution Facilities

(1) Record copy at the office of the ammunition commander

Permanent. Transfer to nearest FRC when 4 years old. Offer to NARA when 30 years old.

(2) All other copies

Retain on board. Destroy when no longer needed for reference.

b. Reports, Catalogues, Plans, Etc.

Retain on board. Destroy when superseded or no longer needed for reference.

2. SMOKELESS POWDER (SPDN) AND FLASHLESS POWER (SPDF). The propellents used in gun ammunition. Each lot of powder is sampled, tested, and evaluated against predetermined standards for performance to determine if the powder meets the required performance specifications.

a. Test and Evaluation Reports Describing how the Powder Performed Against the Prescribed Standards

(1) Record copy at test activity

Transfer to nearest FRC when no longer needed for reference. Destroy when 20 years old.

(2) All other copies

Retain on board. Destroy when no longer needed for reference.

b. Summary Reports Summarizing Test Results on Various Lots of Powder at Naval Ordnance Station, Indian Head, MD

Transfer to WNRC when no longer needed for

reference. Destroy when  
20 years old.

3. CONVENTIONAL AMMUNITION INTEGRATED MANAGEMENT SYSTEM (CAIMS). An automated system for the inventory management of the Navy's expendable non-nuclear ordnance. It provides a single ammunition data base which enables logistics and operational managers to obtain current status of ammunition requirements, assets, production and repair, expenditures, costs, and technical inventory management data. CAIMS provides line/real time data base update capability in support of total Navy non-nuclear ordnance management. Data base is maintained at SPCC Mechanicsburg, PA.

a. Master File and Historical Data Tapes

Retain on board. Destroy  
after 3rd system backup.

b. Input Data Tapes and Paper Record

Retain on board. Destroy  
when no longer required.

c. Output Data and Reports-COM and Paper

Retain on board. Destroy  
when no longer required  
for reference.

d. Systems Documentation to Include Description of Data Elements, File Layout, Code Books, and Operator and User Manuals

Retain on board. Destroy  
when superseded or no  
longer needed for refer-  
ence.

4. NAVAL ORDNANCE MANAGEMENT INFORMATION SYSTEM (NOMIS). NOMIS provides automated management support to the 8 Naval Weapons Stations (Indian Head, MD; Seal Beach, CA; Yorktown, VA; Earle, NJ; Charleston, SC; Crane, IN; Concord, CA; and Keyport, WA). The Weapons Stations provide explosive ordnance manufacture, storage, maintenance, and supply support to the fleet. The automated system encompasses ammunition distribution and control, project planning, financial, supply, payroll, personnel, and transportation functions necessary in the operation of ordnance activities.

a. Master File and Historical Data Tapes

Retain on board. Destroy after 3rd system backup.

b. Input Data Tapes and Paper Record

Retain on board. Destroy when no longer required.

c. Output Data and Reports-COM and Paper

Retain on board. Destroy when no longer required for reference.

d. Systems Documentation to Include Description of Data Elements, File Layout, Code Books, and Operator and User Manuals

Retain on board. Destroy when superseded or no longer needed for reference.

SSIC 8011

ALLOWANCE RECORDS

1. Allowance Records. Files include allowances for ammunition and explosives by activity type and other listing of allowances.

Retain on board. Destroy when superseded, cancelled, or no longer needed for reference.

SSIC 8012

DISTRIBUTION AND ISSUE RECORDS

1. Distribution and Issue Records. Files include records documenting distribution of ammunition and explosives and actual issues made to ships and activities.

Destroy when 3 years old.

SSIC 8013FLEET RETURN AMMUNITION RECORDS

1. Fleet Return Ammunition Records. Files document ammunition and explosives returned by ships to ammunition depots and naval magazines.

Destroy when 3 years old.

SSIC 8014MAINTENANCE AND REWORK/RENOVATION RECORDS

1. Maintenance and Rework/Renovation Records. Files document maintenance and renovation of ammunition and explosives.

Destroy when 3 years old.

SSIC 8015AMMUNITION STOCK RECORDING SYSTEMS RECORDS

1. Ammunition Stock Recording Systems. Files document ammunition and explosives receipts and issues identified by lot number and other means.

Retain on board.  
Destroy when 2 years old.

SSIC 8020-8026AMMUNITION AND EXPLOSIVES SAFETY RECORDS

RELATED RECORDS UNDER SSIC 8021 - PACKAGING AND CARLOADING, SSIC 8022 - CARGO SHIP LOADING, SSIC 8023 - HANDLING AND TRANSPORTATION, SSIC 8024 - STOWAGE, SSIC 8025 - CASUALTIES AND MALFUNCTIONS, AND SSIC 8026 - DISPOSITION OF AMMUNITION, SHOULD BE RETIRED TO FRC UNDER SSIC 8020 AND THE APPROPRIATE SUBCATEGORY NOTED BELOW.

SSIC 8020AMMUNITION AND EXPLOSIVES SAFETY RECORDS

1. GENERAL CORRESPONDENCE. Correspondence not covered elsewhere in this paragraph on matters related to the safety program maintained at NAVSEA Headquarters and NAVSEA shore activities. (Exclude primary program correspondence filed under SSIC 8000.1a.)

Destroy when 3 years old.

2. DATA ON WEAPON SYSTEMS RELATED TO EXPLOSIVE SAFETY (DESCRIPTION, SAFETY, AND ENVIRONMENTAL TEST AND EVALUATION) UPON WHICH EXPLOSIVES SAFETY DECISIONS ARE MADE IN WEAPON SYSTEM DEVELOPMENT FROM CONCEPT THROUGH DEVELOPMENT, PRODUCTION, AND APPROVAL FOR SERVICE USE

a. Record Copy Located at Office of Weapon System Explosives Safety Review Board

Transfer to nearest FRC when 4 years old.  
Destroy when 20 years old.

b. All Other Copies at Any Activity

Retain on board. Destroy when no longer needed for reference.

3. DEPARTMENT OF DEFENSE EXPLOSIVE SAFETY BOARD REPORTS AND RELATED PAPERS PERTAINING TO INSPECTIONS TO DETERMINE THE SAFETY OF AMMUNITION STORAGE AND STORAGE FACILITIES

a. NAVSEA Headquarters

Transfer to WNRC when 3 years old. Destroy when 20 years old.

b. Other Naval Activities

Retain on board. Destroy after two subsequent reports have been prepared and submitted to NAVSEA.

4. MAGAZINE TEMPERATURE RECORD LOGS OR OTHER SIMILAR RECORDS, INCLUDING DAILY RECORDS Destroy when 1 year old.
5. OCCUPATIONAL VISION TESTS INCLUDING VISION PERFORMANCE PROFILES OF EMPLOYEES Retain on board. Destroy after transfer or separation of the employee.
6. PACKAGING, HANDLING, STOWAGE, LOADING, AND TRANSPORTABILITY MANAGEMENT OF DEPARTMENT OF DEFENSE WEAPONS, AMMUNITION, AND EXPLOSIVES
- a. Documentation of Design, Development and Maintenance, Packaging, Handling, Stowage, and Transport Equipment Including Specialized Handling Equipment and Shipping Containers for Weapons, Weapon Systems, Ammunition, and Explosives
- (1) Office of the project manager Transfer to to WNRC when 4 years old. Destroy when 20 years old.
- (2) Office of the design agent Transfer to nearest FRC when 4 years old. Destroy when 20 years old.
- (3) All other copies at all other activities Retain on board. Destroy when no longer needed for reference.
- b. Documentation on Transportation Hazard Class (Military, Coast Guard, and Department of Transportation) of Specific Naval Ammunition and Explosives Relative to Handling, Stowage, and Transportation by Naval Ships, Activities, and Commercial Carriers. Information on capability and performance of specific commercial carriers and activities relative to transportation of ammunition and explosive materials including accident/incident reports, IG inspection reports, Department of Transportation exemptions, and other supporting documents. Destroy when 3 years old.

SSIC 8027EXPLOSIVE ORDNANCE DISPOSAL (EOD) RECORDS

1. THE DETECTION, IDENTIFICATION, FIELD EVALUATION, RENDERING SAFE, RECOVERY, EVACUATION, AND FINAL DISPOSAL OF EXPLOSIVE ORDNANCE WHICH HAS BEEN FIRED, DROPPED, LAUNCHED, PROJECTED, OR PLACED IN SUCH A MANNER AS TO CONSTITUTE A HAZARD TO OPERATIONS, INSTALLATIONS, PERSONNEL, OR MATERIAL. Records pertaining to disposal of items deemed hazardous or unserviceable by damage or deterioration when the disposal of such items is beyond the capabilities of personnel normally assigned the responsibility for routine disposition (NAVSEA Headquarters and field activities).

Destroy when 3 years old.

SSIC 8028TRANSPORTATION RECORDS

1. Transportation Records. Files include general correspondence concerning transportation of ammunition and explosives. They may include information concerning specific shipment, carriers, etc.

Destroy when 3 years old.

SSIC 8030-8039GUN AMMUNITION RECORDS

RELATED RECORDS UNDER SSIC 8031 - 20MM AND 40MM GUN AMMUNITION, SSIC 8032 - 3 INCH AND 76MM GUN AMMUNITION, SSIC 8033 - 5 INCH AND 127MM GUN AMMUNITION, SSIC 8034 - 6 INCH AND LARGER GUN AMMUNITION, SSIC 8035 - SALUTING GUN AMMUNITION, SSIC 8036 - LINE THROWING GUN AMMUNITION, SSIC 8037 - AIRCRAFT GUN AMMUNITION, AND SSIC 8039 - GUIDED PROJECTILES SHOULD BE RETIRED TO NEAREST FRC UNDER SSIC 8030 AND THE APPROPRIATE SUBCATEGORY LISTED BELOW.

SSIC 8030GUN AMMUNITION RECORDS

1. AMMUNITION FOR ALL NAVAL GUNS. Records relate to saluting guns, line-throwing guns, aircraft guns, all types of rockets, pyrotechnics, demolition material, and bombs.

a. Technical Information on Distribution and Issue, Maintenance and Rework, Renovation, Stock Recording Systems, Safety Restrictions, Suspensions, Casualties, Malfunctions, Handling, Stowage, Transportation, Material Planning Studies, Stratification, Guns/Mounts Studies, Ship and Force Levels, Drawings and Plans, and Detailed Engineering Data

(1) Office of system managers and technical managers

Transfer to FRC when 4 years old. Destroy when 20 years old.

(2) Shore activities designated as the various engineering agents

Transfer to FRC when 4 years old. Destroy when 20 years old.

(3) Other naval activities

Destroy when 2 years old.

b. Configuration Status of Ammunition Throughout the Life Cycle of Ammunition. Files include waivers, deviations, letters, and messages concerning the ammunition.

(1) 35mm film at Naval Ammunition Production Engineering Center, Naval Weapons Support Activity, Crane, IN

Transfer to nearest FRC after ammunition stock is expended. Destroy 10 years after transfer.

(2) Paper copies at Naval Ammunition Production Engineering Center, Naval Weapons Support Activity, Crane, IN

Destroy after film has been verified.

(3) All other paper and film copies at any activity

Destroy when 2 years old.

SSIC 8040-8043

ROCKET RECORDS

RELATED RECORDS UNDER SSIC 8041 - SURFACE ROCKETS, SSIC 8042 - AIR-CRAFT ROCKETS, AND 8043 - GROUND ROCKETS SHOULD BE RETIRED TO FRC UNDER SSIC 8040.

SSIC 8040

1. Surface, Aircraft and Ground Rocket Records. Files relate to information on distribution and issue, maintenance and rework, renovation, stock recording systems, safety restrictions, suspensions casualties, malfunctions, handling, stowage, transportation, material planning studies, drawings, plans and detailed engineering data.

Transfer to FRC when 2 years old. Destroy when 10 years old.

SSIC 8050-8054

PYROTECHNICS RECORDS

RELATED RECORDS UNDER SSIC 8051 - SURFACE PYROTECHNICS, SSIC 8052 - IGNITERS, SSIC 8053 - SUBSURFACE PYROTECHNICS, AND SSIC 8054 - GROUND PYROTECHNICS SHOULD BE RETIRED TO FRC UNDER SSIC 8050.

SSIC 8050PYROTECHNICS RECORDS

1. TEST RECORDS. Records include laboratory reports and related data cards.

Retain on board. Destroy 2 years after item is declared obsolete.

SSIC 8060-8061DEMOLITION MATERIAL RECORDS

RELATED RECORDS UNDER SSIC 8061 - AMPHIBIOUS AND UNDERWATER DEMOLITION SHOULD BE RETIRED TO FRC UNDER SSIC 8060.

SSIC 8060DEMOLITION MATERIAL RECORDS

1. DEMOLITION MATERIAL RECORDS. Files include reports, correspondence, and studies relating to the manufacture, tactical use, and safety procedures for underwater demolition explosive devices and components. Exclude primary program correspondence filed under 8000.1.

Transfer to FRC when 4 years old. Destroy when 10 years old.

SSIC 8070-8073NUCLEAR, BIOLOGICAL, AND CHEMICAL WARFARE MATERIAL RECORDS

RELATED RECORDS UNDER SSIC 8071 - NUCLEAR WARFARE MATERIAL, SSIC 8072 - BIOLOGICAL WARFARE MATERIAL, AND SSIC 8073 - CHEMICAL WARFARE MATERIAL SHOULD BE RETIRED TO FRC UNDER SSIC 8070.

SSIC 8070NUCLEAR, BIOLOGICAL, AND CHEMICAL WARFARE MATERIAL RECORDS

1. OFFENSIVE AND DEFENSIVE CHEMICAL WEAPONS, MAJOR ASSEMBLIES, COMPONENTS, AND EQUIPMENT INCLUDING PERSONNEL PROTECTIVE CLOTHING AND EQUIPMENT, DETECTORS, DECONTAMINANTS, COLLECTIVE PROTECTIVE SYSTEMS (CITADES), IMMUNIZATION AND PROPHYLAXIS.

a. Primary Program Records. Files include program correspondence, reports, studies and evaluations maintained by the NAVSEA Project Manager and related to the development and accomplishment of policies, plans and procedures for nuclear, biological, and chemical weapons and weapon systems.

Permanent. Transfer to FRC when 4 years old. Offer to NARA when 20 years old.

b. Training Records. Files maintained by formal NBC training schools and records of training exercises conducted by fleet and activities.

Destroy when 2 years old.

c. General Correspondence Files. Files include NBC related correspondence, instructions, notices, equipment records, reports, and results of periodic inspections. Exclude primary program records filed under SSIC 8070.1a.

Destroy when 2 years old.

SSIC 8080-8085ARTILLERY (GENERAL) RECORDS

RELATED RECORDS UNDER SSIC 8081 - TOWED ARTILLERY, SSIC 8082 - SELF PROPELLED ARTILLERY, SSIC 8083 - ROCKET ARTILLERY, SSIC 8084 - CANNONS AND SSIC 8085 - ARTILLERY FIRE CONTROL AND OPTICS SHOULD BE RETIRED TO FRC UNDER SSIC 8080.

SSIC 8080GENERAL ARTILLERY RECORDS

1. PRIMARY PROGRAM RECORDS. Files, forms, and reports relating to the development and execution of plans, programs, policies, and procedures relating to Marine Corps artillery and maintained at Headquarters, U.S. Marine Corps.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL FILES. Files, forms, reports, technical manuals and instructions required for the routine administration of the various Marine Corps artillery programs. Files are maintained at 2nd echelon and below.

Destroy when 2 years old.

SSIC 8090-8095LAND TYPE AND MARINE CORPS AMMUNITION RECORDS

RELATED RECORDS UNDER SSIC 8091 - SMALL ARMS AMMUNITION, SSIC 8092 - LAND MINES, SSIC 8093 - GRENADES, AND SSIC 8095 - MORTARS SHOULD BE RETIRED TO FRC UNDER SSIC 8090.

SSIC 8090LAND TYPE AND MARINE CORPS AMMUNITION RECORDS

1. PRIMARY PROGRAM RECORDS. Files, forms, and reports documenting the development, establishment, and implementation of plans, policies, and procedures relating to Marine Corps ground type, small arms, land mines, grenades, and mortar ammunition programs. These records include, but are not limited to, rework or maintenance programs, requests, special standard operating procedures, allowances,

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

malfunctions, etc. These records are maintained only at Headquarters, U.S. Marine Corps.

2. GENERAL FILES. Files, forms, and reports relating to the routine administration of Marine Corps ground type, small arms, land mines, grenades, mortar, and artillery type ammunition. Files are maintained by 2nd echelon and below.

Destroy when 2 years old.

SSIC 8110

NUCLEAR ORDNANCE/SPECIAL WEAPONS SAFETY RECORDS

THE RECORDS DESCRIBED IN THIS SERIES RELATE TO NUCLEAR ORDNANCE/SPECIAL WEAPONS SAFETY FOR NUCLEAR ORDNANCE TYPE FUNCTIONS AND MATERIALS. THESE RECORDS ARE ACCUMULATED BY ORDNANCE ACTIVITIES AND OFFICES AND BY INTERNAL UNITS OR DEPARTMENTS, ACTIVITIES, OR OFFICES THAT ARE CONCERNED WITH NUCLEAR ORDNANCE TYPE FUNCTIONS AND MATERIALS DURING DEVELOPMENT, MANUFACTURE, STORAGE, AND USE OF NUCLEAR ORDNANCE/SPECIAL WEAPONS FOR ALL NAVAL FORCES

1. PRIMARY PROGRAM RECORDS

a. Primary Program Correspondence Files and Other Records of the Chief of Naval Operations (CNO). Files that document the establishment, development, and accomplishment of policies, plans, and programs for Navy nuclear ordnance/special weapons safety.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

b. Primary Program Correspondence Files of Project Managers and Offices. Files (centralized and decentralized) that document the organizational history and the overall development and accomplishment of essential and significant transactions, plans, special programs, studies, or projects that deal with nuclear ordnance/special weapons safety.

Permanent. Transfer to nearest FRC when 4 years old. Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files of ordnance activities and offices or other organizational units performing nuclear/special weapons safety functions. (Other than those covered in par. 8100.1.)

Destroy when 2 years old.

3. NUCLEAR ORDNANCE/SPECIAL WEAPONS SAFETY TECHNICAL INSTRUCTIONS. Files include instructions notices, bulletins, advisories and technical manuals relating to nuclear weapons safety and security. Exclude record copy of Special Weapons Ordnance Publications (SWOP's) filed under SSIC 8000.6b.

Retain on board.  
Destroy when cancelled, superseded or no longer required.

4. DESIGN, DEVELOPMENT, TESTING, AND EVALUATION FOR NEW SAFETY DESIGNS AND SAFETY CONVERSIONS TO NUCLEAR ORDNANCE/SPECIAL WEAPONS

a. Documentation of the Design and Development of New and Improved Products for Nuclear Ordnance/Special Weapon Safety from Concept Formulation Through Full Scale Production and Delivery to the Fleet. Documentation includes development concept paper, support to system, plan for program, logistics objectives, plans, performance parameters, areas of risk, alternatives, DSARC submissions and approvals, estimates of cost, life cycle costs, potential benefits, fiscal guidance, and review confirming need for system. (These files are maintained at the office of the project manager for the designated project, the acquisition management office for non-designated projects, and technical manager.)

(1) Cognizance transferred

Transfer to new office.

(2) Cognizant office

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 30 years old.

b. Documentation of Project Scheduling, Progress Reporting and Contract Administration. Records include intensive management, technical direction, engineering and control, and life cycle management. Documents include work tasks, schedules, cost estimates, procurement requests, control and planning documents, test reports, progress reports, and contract administration documents other than those which belong in the official contract file. (These files are located in the office of the project manager and the technical manager and relate to tasks and sub-items within a project.)

Retain on board.  
Destroy when superseded or no longer needed for reference.

## 5. IN-SERVICE SYSTEMS DESCRIBED ABOVE

a. Documentation of Maintenance Engineering and Maintenance Management at the Organizational, Intermediate, and Depot Levels, Material Management, and Logistic Support Plans. (These files are located at the office of equipment maintenance manager.)

Transfer to nearest FRC when 4 years old.  
Destroy when 10 years old.

b. Files at the Activity Designated as the Maintenance Engineering Agent

Transfer to nearest FRC when 4 years old.  
Destroy when 20 years old.

6. ORDNANCE SPECIFICATION RECORDS. Records such as case files of ordnance specifications. (These files are located at the custodian activity.)

Permanent. Transfer to WNRC when cancelled.  
Offer to NARA when 20 years old.

7. NUCLEAR ORDNANCE SPECIAL WEAPONS SAFETY EQUIPMENT HISTORY. Cards or other records recording the history of the piece of equipment located at the custodian activity.

Retain on board. Destroy 2 years after equipment is removed from inventory.

8. PLANS AND DRAWINGS. Ordnance equipment engineering plans and drawings for all nuclear ordnance/special weapons and safety devices and materials. Exclude safety related weapons components. This item pertains to slings, straps, restraining devices, shipping containers, and similar handling equipment.

a. Originals on Linen, Mylar, or Other Material, Aperture Cards

(1) Design agent is transferred

Transfer to new agent.

(2) All other cases

Retain on board. Transfer to nearest FRC when equipment or system is

removed from the active fleet. Destroy when 10 years old.

b. All Other Paper and Film Copies

(1) Equipment is disposed of by sale or transfer

Transfer plans to new owner.

(2) All other cases

Retain on board. Destroy when obsolete or no longer needed for reference.

9. SAFETY REPORTS. Nuclear weapons safety reports including semi-annual reporting summaries, responses to unsatisfactory equipment reports, and safety study scheduling.

Retain on board. Destroy when 5 years old.

SSIC 8120

GENERAL NUCLEAR WEAPONS RECORDS. Files include nuclear weapon policy and guidance distributed to fleet units, general correspondence with fleet units, field activity and administration, and inter-Service reports.

Retain on board. Destroy when 5 years old.

SSIC 8121

NUCLEAR WEAPONS STORAGE RECORDS. Files include nuclear weapon storage correspondence including technical criteria, Navy-DOE technical data and site requirements.

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8122

NUCLEAR WEAPONS MAINTENANCE RECORDS. General correspondence relating to nuclear weapons maintenance management and workload coordination, includes financial data, publication updates and reviews.

Transfer to nearest  
FRC when 4 years old.  
Destroy when 10  
years old.

SSIC 8123

NUCLEAR WEAPONS READINESS AND TRAINING RECORDS. Files consist of schedules, class rosters, grade reports and correspondence relating to students and prospective students in nuclear weapons technical training schools, correspondence scheduling, nuclear weapons inspections at field units and correspondence relating to nuclear weapons handling exercises and drills.

Transfer to nearest  
FRC when 4 years old.  
Destroy when 10 years  
old.

SSIC 8124

NUCLEAR WEAPONS LOGISTICS RECORDS. Nuclear weapons integrated logistics support correspondence including evaluation exercise reports.

Transfer to nearest  
FRC when 5 years old.  
Destroy when 10 years  
old.

SSIC 8125

NUCLEAR WEAPONS PLANNING RECORDS. Files include milestone reporting correspondence, consolidated program schedules, and plans of action relating to nuclear weapons and manufacture and rework.

Transfer to nearest  
FRC when 4 years old.  
Destroy when 10 years  
old.

SSIC 8126

NUCLEAR WEAPONS SECURITY RECORDS. Files include general correspondence post orders, watch assignment bills and emergency action plans relating to the physical security of nuclear weapons afloat and ashore.

Retain on board.  
Destroy when 3 years old.

SSIC 8127

NUCLEAR WEAPONS OPERATIONS RECORDS. Records relating to the physical movement of nuclear weapons between manufacturing activities, stock-pile sites, and operational fleet and shore units. Files include bills of lading and other shipping and convoy documents.

Retain on board.  
Destroy when 3 years old.

SSIC 8128

NUCLEAR WEAPONS RADIOLOGICAL CONTROLS RECORDS

1. NUCLEAR WEAPONS RADIOLOGICAL CONTROLS RECORDS. Correspondence and reports concerning all radiological aspects of nuclear weapons including shielding, dosimetry, material handling, personnel administration, training, radiation monitoring, and waste disposal. Records also include policy, management plans, and procedures for nuclear weapons radiological control.

a. NAVSEA Headquarters

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 30 years old.

b. Activities Handling Nuclear Weapons

Retain on board. Destroy when no longer needed for reference.

c. All Other Naval Activities

Retain on board. Destroy when no longer needed for reference.

SSIC 8140-8149DIRECTED ENERGY WEAPONS RECORDS

RELATED RECORDS UNDER SSIC 8141 - HIGH ENERGY LASER, SSIC 8142 - CHARGED PARTICLE BEAM, SSIC 8143 - HIGH POWER MICROWAVE, SSIC 8144 - FREE ELECTRON LASER, SSIC 8145 - PULSED POWER, SSIC 8146 - DEW ANTI-STEALTH, SSIC 8147 - ELECTROMAGNETIC LAUNCHERS, AND SSIC 8148 - STRATEGIC DEFENSE INITIATIVE (SDI) LETHALITY AND TARGET HARDNESS (LTH) SHOULD BE RETIRED TO FRC UNDER SSIC 8140.

SSIC 8140DIRECTED ENERGY WEAPONS RECORDS

1. PRIMARY PROGRAM RECORDS. Files that document the development, test, production, installation, support, and training for naval applications of directed energy weapons. Records contain functional statements and define operating philosophies. Includes correspondence, reports, plans, studies, data, and other records maintained by the program manager.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

2. GENERAL RECORDS. Plans, policies, and procedures relating to the tactical use of directed energy weapons issued by Fleet, Force, and lower echelon operational commanders.

Retain on board. Destroy when cancelled, superseded or no longer required.

SSIC 8150

BOMBS RECORDS. Files include information on distribution and issue, maintenance and rework, renovation, stock recording systems, safety restrictions, suspensions, casualties, malfunctions, handling, stowage, transportation, material planning studies, drawings, plans and detailed engineering data.

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8200GENERAL FIRE CONTROL AND OPTICS RECORDS

1. PRIMARY PROGRAM RECORDS. Files containing memos, reports, studies, and fleet requirements that document the development of gunfire control systems, guided missile fire control systems, target designation systems, underwater fire control systems, rocket fire control systems, and associated components of the weapons battery control system. These records are maintained only by the Naval Sea Systems Command Project Managers.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

2. GENERAL RECORDS. Plans, policies, and procedures relating to the tactical use of fire control systems issued by Fleet, Force, and lower echelon operational commanders.

Retain on board. Destroy when cancelled, superseded or no longer required.

GENERAL TECHNICAL RECORDS. Files relating to the manufacture, testing, delivery, and installation of fire control systems that are maintained by shore establishment activities and contractors.

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

SSIC 8205

STABLE ELEMENT RECORDS. Files relating to the installation, modification, maintenance, and repair of the Mark 1 stable element or other gyroscopic devices to compensate for the roll, pitch or yawl of the ship or other weapons platform.

Retain on board. Destroy when 3 years old.

SSIC 8210

OPTICS AND VISUAL EQUIPMENT. Files relating to the installation, modification, maintenance, and repair of fire control optics, including gun sights, night vision equipment, and optical range finders.

Retain on board.  
Destroy when 3 years old.

SSIC 8220GUN FIRE CONTROL SYSTEMS

1. MAINTENANCE RECORDS. Files documenting the routine maintenance of gunfire control systems and associated components of such radars, directors, computers, rangekeepers, gun sights, and conversion devices. Records contain Current Ships Maintenance Projects (CSMP) cards, Maintenance, Material Management (3M SYSTEM) records, Ordnance Alteration (ORDALT) and Electronic Field Change records, and logs  
2 daily transmission checks.

Retain on board.  
Destroy when 3 years old.

2. OPERATING LOGS. Files contain the record of systems operating hours and all gun firing exercise reports including ballistic computation sheets and battery alignment records.

Retain on board.  
Destroy when 3 years old.

SSIC 8230

TARGET DESIGNATION SYSTEMS. Files relating to the installation, modification, maintenance, repair, and operation of shipboard, aircraft, and land based target designation systems.

Retain on board.  
Destroy when 3 years old.

SSIC 8240

DIRECTED ENERGY WEAPONS FIRE CONTROL SYSTEMS. Files relating to the installation, modification, maintenance, repair, and operation of fire control systems for directed energy weapons such as high energy lasers, charged particle beams, high power microwaves, free electron lasers, and pulsed power systems.

Retain on board.  
Destroy when 3 years old.

SSIC 8250

ROCKET FIRE CONTROL. Files relating to the installation, modification, maintenance, repair, and operation of fire control systems for rocket weapons.

Retain on board.  
Destroy when 3 years old.

SSIC 8260GUIDED MISSILE FIRE CONTROL SYSTEMS

1. MAINTENANCE RECORDS. Files documenting the routine maintenance of guided missile fire control systems and associated components such as radars, directors, computers, and conversion devices. Files include 3M SYSTEM records and log books, records of ORDALT and Eelectronic Field Changes, and records of daily tranmission checks.

Retain on board.  
Destroy when 3 years old.

2. OPERATING RECORDS. Files containing the record of system operating hours, firing and non-firing missile exercises and target acquisition drills, and missile battery alignment records.

Retain on board.  
Destroy when 3 years old.

SSIC 8280UNDERWATER FIRE CONTROL RECORDS

1. MAINTENANCE RECORDS. Files documenting the routine maintenance of surface ship and submarine underwater fire control systems and associated components such as sonars, hydrophones, computers, and conversion devices. Files include 3M SYSTEM records and log books, records of ORDALT and Electronic Field Changes, and records of daily transmission checks.

Retain on board.  
Destroy when 3 years old.

2. OPERATING RECORDS. Files containing the record of system operating hours, firing and non-firing exercise reports and underwater ordnance battery alignment records.

Retain on board.  
Destroy when 3 years old.

SSIC 8290

FIRE CONTROL SWITCHBOARDS. Wiring diagrams, 3M SYSTEM records, and daily transmission check records for fire control switchboards located in main and secondary battery plotting rooms.

Retain on board.  
Destroy when 3 years old.

SSIC 8300-8369GUNS AND MOUNTS RECORDS

RELATED RECORDS UNDER SSIC 8310 - 3 INCH GUNS, SSIC 8311 - 3 INCH/50 CALIBER, SSIC 8312 - 3 INCH/70 CALIBER, SSIC 8313 - 76MM/62 CALIBER, SSIC 8320 - 5 INCH GUNS AND GUN MOUNTS, SSIC 8321 - 5 INCH/25 CALIBER, SSIC 8322 - 5 INCH/38 CALIBER, SSIC 8323 - 5 INCH/54 CALIBER, SSIC 8330 - 6 INCH AND LARGER GUNS AND GUN MOUNTS, SSIC 8331 - 6 INCH/47 CALIBER, SSIC 8332 - 8 INCH/55 CALIBER, SSIC 8333 - 12 INCH/50 CALIBER, SSIC 8334 - 14 INCH/50 CALIBER, SSIC 8335 - 16 INCH/45 AND 16 INCH/50 CALIBER, SSIC 8350 - LINE-THROWING GUNS, SSIC 8360 -

MACHINE GUNS (SURFACE), SSIC 8361 - 30 CALIBER AND 50 CALIBER, SSIC 8362 - 20MM, SSIC 8363 - 40MM, AND SSIC 8365 - 20MM SURFACE-TO-AIR AUTOMATIC SHOULD BE RETIRED TO THE NEAREST FRC UNDER SSIC 8300.

SSIC 8300

GENERAL GUNS AND MOUNTS RECORDS

1. GUNS AND MOUNTS HISTORY, MASTER GUN AND/OR MOUNT LIFE HISTORY RECORD CARDS, GUN MANUFACTURING CARDS, OR OTHER SIMILAR RECORDS. These are accumulated primarily by ordnance production activities.

Retain on board. Destroy when equipment is disposed of by sale, loss, or scrapping.

2. ORDNANCE ACTIVITIES REPORTS OF ACCEPTANCE AND REJECTION OF GUN BARRELS, GUNS, MOUNTS, ETC.

Destroy when 3 years old.

3. GUN MANUFACTURING RECORDS. Files consisting of data on gun barrel, gun yoke, gun housing, breech block, and breech plugs. Records include gaging instructions and miscellaneous data, forging production information and test results, gage measurements, swage autofrettage information, star-guage measurements and other information as directed by NAVSEA. (Arranged by serial number of the gun.)

a. Master Copy Located at the Naval Ordnance Station, Louisville, KY

Retain on board. Destroy upon receipt of regunning request, notification of disposal of the gun, or when 75 years old, whichever is earlier.

b. All Other Copies at Any Activity

Retain on board. Destroy when no longer needed for reference.

c. Gun Transferred to Another Activity

Transfer with the gun.

SSIC 8370SMALL ARMS AND LANDING FORCE EQUIPMENT RECORDS

1. SMALL ARMS AND WEAPONS INTEGRATED MANAGEMENT SYSTEM (SAWIMS).  
A data management system providing for the worldwide control of all Navy, Marine Corps, and Coast Guard small arms at the serial number level. In addition to maintaining the current inventory of Navy, Marine Corps and Coast Guard small arms weapons, the system provides the project manager with weapons requirements through the allowance lists of all activities. Data concerning spare parts usage, and service and training ammunition expenditures are provided to the project manager so that procurement actions, ammunition manufacturing requirements, and repair facilities workloads may be initiated or adjusted in a timely manner. The data base, containing approximately 1.5 million records with a projected 5% annual growth rate, is maintained at the Naval Weapons Support Center, Crane, IN.

a. Master File and Historical Data TapesRetain on board.  
Destroy after 3rd system backup.b. Input Data Tapes and Paper RecordRetain on board.  
Destroy when no longer required.c. Output Data and Reports-COM and PaperRetain on board.  
Destroy when no longer required for reference.d. System Documentation to Include Description of Data Elements, File Layout, Code Books, and Operator and User ManualsRetain on board.  
Destroy when superseded or no longer needed for reference.

2. SMALL ARMS AND WEAPONS CUSTODY CARDS OR OTHER RECORDS IDENTIFYING THE SMALL ARMS, CUSTODIAN, LOCATION, AND RELATED INFORMATION. These files are maintained by the controlling activity.

Retain on board. Destroy 1 year after item is returned, expended, or no longer needed for reference.

3. SMALL ARMS AND WEAPONS INVENTORY AND MANAGEMENT. Routine inventory reports, receipt, turn-in, and survey files.

a. Preparing Activity

Retain on board. Destroy when 10 years old.

b. Naval Weapons Support Activity, Crane, IN

(1) Paper copies

Retain on board. Destroy after microfilming and microfilm has been verified for accuracy.

(2) Film copies

Retain on board. Destroy when no longer needed for reference.

4. NAVY SMALL ARMS REGISTRY FILE. A small arms and weapons management data file of all small arms issued to Navy activities. Data elements include weapon description, serial number, activity to which issued, and date. The records of small arms reported missing, lost, stolen, captured, or destroyed along with the reported circumstances is maintained in an inactive weapons section of the data base. Data base is maintained at the Naval Weapons Support Activity, Crane, IN.

a. Master File and Historical Data Tapes

Retain on board. Destroy after 3rd system backup.

b. Input Data Tapes and Paper Record

Retain on board.  
Destroy when no longer  
required.

c. Output Data and Reports-COM and Paper

Retain on board.  
Destroy when no longer  
required for reference.

d. System Documentation to Include Description of Data Elements,  
File Layout, Code Books, and Operator and User Manuals

Retain on board.  
Destroy when superseded  
or no longer needed for  
reference.

5. MARINE CORPS SMALL ARMS REGISTRY FILE. A small arms and weapons management data file of all small arms issued to Marine Corps activities. Data elements include weapon description, serial number, activity to which issued, and date. The record of small arms reported missing, lost, stolen, captured, or destroyed along with the reported circumstances is maintained in an inactive weapons section of the data base. Data base is maintained at Naval Weapons Support Activity, Crane, IN.

a. Master File and Historical Data Tapes

Retain on board.  
Destroy after 3rd system  
backup.

b. Input Data Tapes and Paper Record

Retain on board.  
Destroy when no longer  
required.

c. Output Data and Reports-COM and Paper

Retain on board.  
Destroy when no longer  
required for reference.

d. System Documentation to Include Description of Data Elements,  
File Layout, Code Books, and Operator and User Manuals

Retain on board.  
Destroy when superseded  
or no longer needed for  
reference.

## 6. INVENTORIES AT HOLDING ACTIVITIES

Retain on board. Destroy when superseded or no longer needed for reference, whichever is earlier.

SSIC 8373

SPECIAL RIFLE TEAM EQUIPMENT RECORDS. Files include records of ordering, receipt, issue, modification, and survey of special protective clothing, equipment, and supplies such as targets, frames, gun sights, tripods, etc., that are used by inter and intra service competitive rifle teams. Included are special records of rounds fired from each weapon, team member scores, and modifications to weapons and gun sights.

Retain on board. Destroy when 3 years old.

SSIC 8380-8383AIRBORNE GUNS, LAUNCHERS, AND RACKS RECORDS

RELATED RECORDS UNDER SSIC 8381 - GUNS, SSIC 8382 - BOMB RACKS, AND SSIC 8383 - ROCKET RACKS AND LAUNCHERS SHOULD BE RETIRED TO FRC UNDER SSIC 8380.

SSIC 8380

AIRBORNE GUNS, LAUNCHERS AND RACKS. Files include instructions, procedures, and correspondence relating to the operation and maintenance of aircraft gun systems, release racks for free fall bombs and guided bombs, launchers for aircraft rockets and related aircraft armament equipment. Exclude primary program records filed under SSIC 8000.1.

Retain on board. Destroy when cancelled, superseded, or no longer required.

SSIC 8390-8397MISSILE LAUNCHERS AND PROJECTORS RECORDS

RELATED RECORDS UNDER SSIC 8391 - AIR AND SURFACE LAUNCHERS, SSIC 8392 - DEPTH CHARGE RELEASE TRACKS, SSIC 8393 - ROCKET LAUNCHERS, SSIC 8394 - GUIDED MISSILE LAUNCHERS, SSIC 8395 - TORPEDO TUBES AND SSIC 8397 - OTHER LAUNCHERS SHOULD BE RETIRED TO FRC UNDER SSIC 8390.

SSIC 8390

MISSILE LAUNCHERS AND PROJECTORS RECORDS. Files include instructions, procedures and correspondence relating to the operation and maintenance of missile launchers and projectors for antisubmarine warfare weapons. Exclude primary program records filed under SSIC 8000.1

Retain on board.  
Destroy when cancelled,  
superseded or no  
longer required.

SSIC 8410-8415LANDING VEHICLE, TRACKED (LVT) RECORDS

RELATED RECORDS UNDER SSIC 8411 - PERSONNAL AND CARGO CARRIERS, SSIC 8412 - COMMAND VEHICLES, SSIC 8413 - ASSAULT GUN VEHICLES, SSIC 8414 - ENGINEER VEHICLE AND SSIC 8415 - AMPHIBIOUS RECOVERY VEHICLES SHOULD BE RETIRED TO FRC UNDER SSIC 8410.

SSIC 8410ASSAULT AMPHIBIAN VEHICLE (AAV) RECORDS

1. PRIMARY PROGRAM RECORDS/FILES, AND REPORTS DOCUMENTING PLANS, POLICIES, AND PROCEDURES. Files relating to Marine Corps landing

Permanent. Transfer to  
WNRC when 5 years old.

vehicles. These records document the development and execution of plans, policies, and procedures relating to personnel, weapons and cargo carriers and LVT recovery vehicles. These records are maintained at Headquarters, U.S. Marine Corps.

Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE. Files relating to Marine Corps landing vehicles to include personnel, weapons and cargo carriers and recovery vehicles. Records are maintained at 2nd echelon and below commands.

Destroy when 2 years old.

SSIC 8420-8424

TANKS AND SELF-PROPELLED ARTILLERY RECORDS

RELATED RECORDS UNDER 8421 - GUN TANK (90MM AND SMALLER), SSIC 8422 - GUN TANKER (LARGER THAN 99MM), SSIC 8423 - FLAMETHROWER TANKS, AND SSIC 8424 - TANK RECOVERY VEHICLES SHOULD BE RETIRED TO FRC UNDER SSIC 8420.

SSIC 8420

TANKS AND SELF-PROPELLED ARTILLERY RECORDS

1. PRIMARY PROGRAM RECORDS. Files and reports relating to Marine Corps tanks. These records document the development and execution plans, policies, and procedures relating to gun tanks, flame-thrower tanks, and tank recovery vehicles. These records are maintained at Headquarters, U.S. Marine Corps.

Permanent. Transfer to WNRC when 5 years old.  
Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Records relating to the routine administration of matters relating to Marine Corps tanks. These records are maintained at 2nd echelon and below commands.

Destroy when 2 years old.

SSIC 8440AMPHIBIOUS VEHICLES RECORDS

1. PRIMARY PROGRAM RECORDS. Files, forms, and reports documenting the development and execution of plans, programs, policies, and procedures relating to Marine Corps amphibious vehicles. These records are maintained at Headquarters, U.S. Marine Corps.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

GENERAL CORRESPONDENCE FILES. Files and related material required for the routine management of Marine Corps amphibious vehicles. These records are maintained at 2nd echelon and below commands.

Destroy when 2 years old.

SSIC 8450LIGHTWEIGHT ARMORED VEHICLES

1. PRIMARY PROGRAM RECORDS. Files, forms, and reports relating to the development and execution of plans, programs, policies and procedures relating to Marine Corps lightweight armored vehicles. These records are maintained only at Headquarter, U.S. Marine Corps.

Permanent. Transfer to the WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE FILES. General correspondence and related material required for the routine management of lightweight armored vehicles are maintained at 2nd echelon and below commands.

Destroy when 2 years old.

SSIC 8500GENERAL UNDERWATER ORDNANCE RECORDS

1. SHIPS RANGED AT ORDNANCE LABORATORY FACILITIES. Acoustic recordings or magnetic sound tapes used to study and evaluate underwater acoustic and defense systems.

Retain on board. Destroy when passive acoustic mechanisms are permanently abandoned.

2. PRESSURE SIGNATURES OF SHIPS. Record (tape) recordings of wave backgrounds maintained at ordnance laboratory facilities.

Retain on board. Destroy 10 years after vessel or class of ship is stricken or when 40 years old, whichever is earlier.

3. SUMMARIZED MINE ACTUATION DATA FOR NEW OR STOCKPILE MINES ON ALL CLASSES OF SHIPS. Range tapes and related summary sheets showing ships magnetic field measurements accumulated in connection with calibrating or check ranging vessels and consolidating mine actuation data maintained at ordnance laboratories.

Transfer to nearest FRC when no longer needed for reference. Destroy when 50 years old.

4. MAGNETIC FIELDS OF SHIPS OR SHIP MODELS (TYPES) RECORDS MAINTAINED AT ORDNANCE LABORATORIES

a. Drawings, Blueprints, Specifications, and Other Construction Details for Ship Model and Its Degaussing Installation (Equipment)

Retain on board. Destroy when equipment becomes obsolete or 1 year after issuance of final report on each ship model investigated, whichever is later.

b. Recorder Tapes of Magnetic Fields of Ships

Retain on board. Destroy 1 year after issuance of final report.

c. Summarized Tabulated Data

Retain on board. Destroy when ship model becomes obsolete.

SSIC 8510-8519TORPEDOES RECORDS

RELATED RECORDS UNDER SSIC 8512 - AIRCRAFT LAUNCHED TORPEDOES, SSIC 8513 - SUBMARINE LAUNCHED TORPEDOES AND SSIC 8514 - SURFACE LAUNCHED TORPEDOES SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF SSIC 8510.

SSIC 8510TORPEDOES RECORDS

## 1. TORPEDO MAINTENANCE DATA

a. Torpedo Maintenance Data Form Submitted by Maintenance Activities and Ships

(1) Copies maintained at Navy Underwater Systems Center (NUSC), Newport

Retain on board. Destroy 2 years after data has been entered into summary file.

(2) All other copies

Destroy when 2 years old or no longer needed for reference, whichever is earlier.

b. Summary of Torpedo Maintenance Data (Computer Based File) Maintained at NUSC, Newport

Retain on board. Destroy when equipment is removed from service or 30 years old, whichever is earlier.

c. Summary of Torpedo Maintenance Data Reports (Paper, Film)  
Maintained at Any Activity

Retain on board. Destroy  
when superseded.

2. TORPEDO (CASE) FILES. Jackets on each individual torpedo at manufacturing, proofing, overhaul, and maintenance activities, consisting of correspondence and other records relative to the subject activity. The records consist of reports, and other forms, as appropriate.

a. Manufacturing Activity Files

Retain on board. Destroy upon receipt of the group proofing reports or completion of the procurement document, whichever is later, provided no further analysis is required and NUSC, Newport, has been furnished the required recapitulation of official register and serial number for applicable torpedoes and components. (NCl-NU-84-5)

b. Proofing Activity Files

(1) Torpedo fleet exercise files. Results of torpedo exercise runs at sea on individual torpedoes recorded on magnetic tape.

Transfer to nearest FRC 6 months after proofing dates. Destroy 10 years after proofing date. (NCl-NU-85-5)

c. Intermediate Activity

Retain on board. Destroy when torpedo is scrapped or declared obsolete and NUSC, Newport, has been furnished a complete numerical listing of each torpedo's mark, mod, and register number and the serial number of components scrapped with the torpedo. (NCl-NU-84-5)

d. Maintenance/Overhaul Activity

Retain on board. Destroy at end of second fiscal year after torpedo has left the activity. (NCl-NU-84-5)

3. TORPEDO RECORD BOOKS. Record of FIR components for the torpedo, history of events, exercise firing, intermediate maintenance, and malfunctions.

a. Activity Having Custody of the Torpedo

Forward to NUSC, Newport, when the torpedo is lost, damaged beyond repair, scrapped, or declared obsolete.

b. NUSC, Newport

(1) Records of obsolete or scrapped torpedoes

Retain on board. Destroy 2 years after torpedo is scrapped or obsolete.

(2) Records of fired and lost or damaged beyond repair torpedoes

Retain on board. Destroy 1 year after torpedo is lost or damaged beyond repair provided required data has been recorded in Maintenance Data File or Performance Analysis and Reliability Reporting System File, as applicable.

#### 4. TORPEDO FIRING RECORDS

a. Historical and Statistical Record of an Exercise or Warshot Run by a Torpedo at NUSC, Newport

Destroy 2 years after data is entered in summary file.

b. Summary Torpedo Firings (Computer Based File) Maintained at NUSC, Newport

Retain on board. Destroy when torpedo is removed from service.

c. Summary Reports (Paper, Film) Maintained at Any Activity

Retain on board. Destroy when 5 years old or superseded, whichever is earlier.

#### 5. UNSATISFACTORY OR DEFECTIVE TORPEDOES, DEFICIENCIES OF TORPEDOES, AND RELATED EQUIPMENT

a. Reports of Problems and Cause, and Disposition or Corrective Action. Individual reports accumulated by NUSC, Newport; Naval Undersea Warfare Engineering Station (NAVUSEAWARENGSTA), Keyport, WA; and ships and intermediate maintenance activities.

(1) NUSC, Newport, and NAVUSEAWARENGSTA, Keyport

Retain on board. Destroy 1 year after data is entered in summary file.

(2) All others

Destroy when 1 year old or no longer needed for reference, whichever is earlier.

b. Summary File (Computer Based) Maintained at NUSC, Newport, and NAVUSEAWARENGSTA, Keyport

Retain on board. Destroy when equipment is removed from service.

c. Summary Reports Such as Deficiency Analysis, Problem Status, Torpedo Chronological History, Item History, and Item Failure.  
(Paper or microform at any activity.)

Retain on board. Destroy when 5 years old or superseded, whichever is earlier.

d. Report of Unsatisfactory Torpedoes Digest

(1) Prepared by NUSC, Newport

Transfer to FRC when all torpedoes involved are out of service. Destroy when 30 years old.

(2) Prepared by any other activity

Retain on board. Destroy when superseded or no longer needed for reference.

BATTERY RECORD CARDS AND EXPLODER HISTORY CARDS, MAINTAINED AT NUSC, NEWPORT, AND NAVUSEAWARENGSTA, KEYPORT

Destroy when 2 years old.

7. TORPEDO DATA (EAM) CARDS. Card records of torpedo location, data of manufacture, register number, mark, mod, exercise runs, overhaul, and expenditure data. (Data is extracted from record data book maintained at NUSC, Newport.)

Retain on board. Destroy 1 year after final disposition.

8. LOST TORPEDOES RECORDS. Files containing such data as registered number of lost torpedo components, title of losing activity maintained at NUSC, Newport, and Naval Undersea Warfare Engineering Station Detachment, San Diego, CA.

Retain on board. Destroy when torpedo type is withdrawn from service.

SSIC 8530-8535DEPTH CHARGE RECORDS

RELATED RECORDS UNDER SSIC 8535 - DEPTH BOMBS SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF SSIC 8530.

SSIC 8530DEPTH CHARGE RECORDS

1. PRIMARY PROGRAM RECORDS. Records relating to the design, development, testing, and evaluation of surface launched or air dropped depth charges and depth bombs including the various types of exploder mechanisms and detonators which may be installed in the casing. Exclude ordnance drawings filed under SSIC 8000.12.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 old.

2. INVENTORY-REWORK RECORDS. Records maintained at the ammunition depot/Naval Weapons Station relating to on hand inventory, storage, Fleet issue, rework, component repair, testing, and stockpile reserves.

Retain on board. Destroy when no longer needed for reference.

3. MAINTENANCE RECORDS. Records relating to the lubrication and testing of release tracks, K guns, and aircraft delivery devices; exploder mechanism history cards; magazine and detonator box temperature cards; and repair orders. These records are maintained by shipboard and aircraft squadron personnel.

Retain on board. Destroy when 1 year old or when ordnance is expended whichever later.

SSIC 8550-8555MINE RECORDS

RELATED RECORDS UNDER SSIC 8551 - AIRCRAFT LAID MINES, SSIC 8553 - SUBMARINE LAID MINES, SSIC 8554 - SURFACE LAID MINES AND SSIC 8555 -

ANTISUBMARINE MINES SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF SSIC 8550.

SSIC 8550

MINE RECORDS

1. FLEET SERVICE MINE TESTS. Summary of entire operational test of mines and recommendations for correction of defects maintained at Naval Mine Engineering Facility. Transfer to nearest FRC when 2 years old. Destroy when 15 years old.
2. COMPONENT DEFECT ANALYSIS DATA. Analysis of component failing class B test at intermediate sites maintained at Naval Mine Engineering Facility. Destroy when 2 years old.
3. MINE SYSTEM SUPPORT MATERIAL DATA REPORTS. Reports of defects and problems in technical manuals, published data, safety, weapon/delivery agent interface and compatibility, tools, handling equipment, nonservice mines, and logistics.
  - a. Naval Mine Engineering Facility Retain on board. Destroy when 5 years old.
  - b. Fleet Activities Destroy when 2 years old.
4. MINE AVAILABILITY AND READINESS REPORTS. Status (ready for issue and not ready for issue) of war reserves positioned at CONUS ordnance depots and fleet sites.
  - a. Naval Mine Engineering Facility Destroy when 2 years old.
  - b. Mine Warfare Command, Weapon Stations, Ammunition Depots, and Torpedo Stations Destroy when 1 year old.

5. SUMMARY WORLD-WIDE MINE ASSET REPORTS. Mine assets in relation to requirements.

a. Naval Mine Engineering Facility

Destroy when 2 years old.

b. All Other Naval Activities

Retain on board. Destroy when superseded.

6. MINE PROCUREMENT ACCEPTANCE STATUS. Current contract status by specific items.

a. Central Files at Naval Mine Engineering Facility

Retain on board. Destroy when 10 years old.

b. Office of Program Manager and Other Offices and Activities

Retain on board. Destroy when superseded or no longer needed for reference.

7. SUMMARIZED MINE ACTUATION DATA FOR NEW OR STOCKPILE MINES ON ALL CLASSES OF SHIPS. Range tapes and related summary sheets showing ships magnetic field measurements maintained at ordnance laboratories.

Transfer to nearest FRC when no longer required for reference. Destroy when 30 years old.

SSIC 8560

HARBOR DEFENSE

1. PRIMARY PROGRAM RECORDS. Planning documents for the defense of United States controlled harbors that are developed and maintained by the project manager (NAVSEA Code 643). In addition to the Harbor Defense Plans, records include correspondence relating to detection systems, coastal defense radar systems, imaging systems, submarine and torpedo nets and booms, controlled mines, acoustic systems, and other equipment and devices relating to waterside physical security.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 30 old.

2. LOCAL AREA HARBOR DEFENSE RECORDS. Records maintained by the Naval Officer having harbor defense responsibility for a seaport or ocean terminal area (usually a Base Commander, Naval Control of Shipping Officer, Harbormaster, Port Director, or Senior Officer Present Afloat (SOPA)) and subordinate activities. Files include copies of Harbor Defense Plans; local implementing and contingency plans; records of inspections of net, booms, mines, cables, etc.; periodic tests of radars and acoustic systems; training records; and force mobilization plans.

Retain on board.  
Destroy when cancelled, superseded or no longer needed for reference.

SSIC 8570

UNDERWATER COUNTERMEASURES AND EVASION DEVICES RECORDS. Correspondence, instructions, reports, and diagrams relating to the operations, maintenance, repair, and effectiveness of Acoustic Countermeasures Devices (ACD) such as FXR, Fanfare, and Mobile Submarine Simulator (MOSS). Exclude program correspondence filed under SSIC 8000.la.

Retain on board.  
Destroy when no longer needed for reference use.

SSIC 8571

ORDNANCE LOCATOR RECORDS. Correspondence, instructions, reports, operating procedures, manuals, and diagrams relating to the operation, deployment, maintenance, repair, sensitivity, and accuracy of the various electronic, optical, or sonic devices used to locate exploded bombs or other ordnance that are beneath the ocean surface. Exclude program correspondence filed under SSIC 8000.la.

Retain on board.  
Destroy when no longer needed for reference use.

SSIC 8580-8581

UNDERWATER TARGETS RECORDS

RELATED RECORDS UNDER SSIC 8581 - UNDERWATER MOBILE TARGETS SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF 8580.

SSIC 8580UNDERWATER TARGETS RECORDS

1. PRIMARY PROGRAM RECORDS. Files containing memos, reports, studies and planning documents that relate to underwater fixed targets used to test torpedoes and calibrate shipboard sonar; and expendable and recoverable self-propelled targets that contain electronic packages to simulate submarine noises for ship and aircraft detection and calibration exercises. These records are maintained by the Office of the Chief of Naval Operations (OPNAV) and the Headquarters, Systems Command Project Managers.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

2. GENERAL RECORDS. Files relating to the operational use of underwater fixed and mobile targets including issue to fleet units, repair, positioning, and recovery.

Retain on board. Destroy when no longer needed for reference.

3. CALIBRATION RECORDS. Files and diagrams maintained by ships and aircraft relating to calibration of sonars, magnetic detection gear, and passive listening devices.

Retain on board. Destroy after next calibration.

SSIC 8590-8592UNDERWATER RANGES RECORDS

RELATED RECORDS UNDER SSIC 8591 - UNDERWATER RANGE SUPPORT EQUIPMENT AND SSIC 8592 - MOBILE UNDERWATER RANGES SHOULD BE RETIRED TO FRC UNDER THE APPROPRIATE SUBSECTION OF SSIC 8590.

SSIC 8590UNDERWATER RANGES RECORDS

1. PRIMARY PROGRAM RECORDS. Policy directives, correspondence, studies, reports, operational requirements, and data analyses relating to underwater ranges. Underwater range support equipment used on fixed and mobile ranges provides measurement data to determine performance and characteristics of weapons launched from surface, subsurface, and air platforms. These records are maintained by the Office of the Chief of Naval Operations (OPNAV) and the Headquarters, Systems Command Project Managers.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.

2. RANGE RECORDS. Records maintained by the Officer in Charge of the calibration range that relate to scheduling fleet units, setting and recovering targets, and range maintenance and charting.

Retain on board. Destroy when no longer needed for reference.

### SSIC 8600-8830

#### AVIATION ORDNANCE RECORDS

RELATED RECORDS UNDER SSIC 8600 - GENERAL AVIATION ORDNANCE, SSIC 8610 - ROCKET AND MISSILE PROPULSION SYSTEMS, SSIC 8805 - MISSILE TECHNICAL INFORMATION AND MODIFICATIONS, SSIC 8810 - AERIAL INTERCEPT MISSILES, SSIC 8815 - SURFACE TO AIR MISSILES, SSIC 8820 - SURFACE ATTACK MISSILES, SSIC 8830 - UNDERWATER ATTACK ~~MISSILES~~, SSIC 8832- ASW STANDOFF WEAPONS, SSIC 8840 - DRONES AND SSIC 8850 - TRAINING MISSILES SHOULD BE RETIRED TO FRC UNDER SSIC 8800.

MISSILES

### SSIC 8800

#### GUIDED MISSILE AND ROCKET WEAPONS RECORDS

1. PRIMARY PROGRAM RECORDS. Records relating to the design, development, testing and evaluation of surface, air, or underwater launched missiles, rockets and drones including propulsion system, warhead and guidance system. Records are created or received by the Project Managers in Naval Sea Systems Command.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. GENERAL GUIDED MISSILE AND ROCKET RECORDS. Records relating to the testing, evaluation, operation, and maintenance of surface, air, or underwater launched missiles or rockets. Included are raw data from testing facilities such as ballistic traces, log books and field notes; copies of final test reports; maintenance logs; shipping and packaging records and other records maintained by the Naval Weapons Center or other testing facilities.

Cut off and transfer to nearest FRC when no longer required for local use. Destroy when 10 years old. Earlier destruction is authorized. (Retiring activities must notify FRC by letter if destruction in less than 10 years is selected.)

SSIC 8950

DEPERMING AND DEGAUSSING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to the internal operation and administration of deperming and degaussing functions.

Destroy when 2 years old.

2. DEPERMING REPORTS AND RELATED CORRESPONDENCE AND PAPERS AT DEGAUSSING FACILITY

Destroy when 1 year old or activity is disestablished, whichever is earlier.

3. ORDERS AND INSTALLATION INFORMATION RELATING TO DEPERMING AND DEGAUSSING PROCEDURES

Retain on board. Destroy when superseded, cancelled, or obsolete.

4. SHIPS DEPERMING (CASE) FILES FOR MERCHANT MARINE AND NAVAL CRAFT. Records consist of deperming and degaussing reports and data, copies of related specifications, material inspection records, correspondence, and other papers at degaussing facilities.

Destroy when 3 years old.

5. DEPERMING AND DEGAUSSING DATA AND RELATED SPECIFICATIONS AT DEGAUSSING FACILITIES

Destroy when 1 year old

6. RANGING AND DEPERMING INSPECTIONS LOGS, WORKSHEETS, AND OTHER RELATED PAPERS AND LOGS AT DEGAUSSING FACILITIES

Destroy when 1 year old.

7. DEGAUSSING INSTALLATION SPECIFICATIONS DRAFTED BY LOCAL ACTIVITIES

Destroy when 1 year old.

8. ACTIVITIES LOCAL OPERATING FORMS AND PAPERS. Records such as receipts for degaussing folders, degaussing inspection and action reports, and preliminary inspections of compass material.

Destroy when 6 months old.

9. RANGE TAPES

a. Range Tapes of Active, Reserve, or Inactive Vessels

Destroy when 1 year old, superseded, activity is disestablished, or vessel is stricken from the Navy Register, whichever is earlier.

b. Range Tapes for Degaussed Foreign Naval and Merchant Vessels

Forward to respective foreign country in accordance with established instructions of that country.

c. Range Tapes that are Invalid. Invalidation occurring because of the presence of other ship's fields, ranging with improperly set coils, or vessel missed range or passed over inoperative instrument.

Destroy immediately after determination of invalidation.

10. DEGAUSSING SUMMARIES AND WATCH LISTS

Retain on board. Destroy when superseded or ship is decommissioned.

SSIC 8960

ARMOR RECORDS

1. DEFECTIVE ARMOR. Correspondence, reports, and work orders relating to defective, cracked, or weakened turret, gun mount, or barrette armor and ballistic plating. Exclude records relating to design and original installation filed under SSIC 9000.

Retain on board.  
Destroy when 3 years old.

SSIC 8980-8992

SWIMMER AND ANTISWIMMER ORDNANCE AND WEAPON SYSTEMS RECORDS

RELATED RECORDS UNDER SSIC 8981 - SWIMMER ORDNANCE AND WEAPONS SYSTEMS AND SSIC 8982 - ANTISWIMMER ORDNANCE AND WEAPONS SYSTEM SHOULD BE RETIRED TO FRC UNDER SSIC 8980.

SSIC 8980

SWIMMER AND ANTISWIMMER ORDNANCE AND WEAPON SYSTEMS RECORDS

1. UNSATISFACTORY EXPLOSIVE ORDNANCE DISPOSAL/SWIMMER WEAPON SYSTEM AND MATERIAL/CONDITION/PROCEDURE REPORTS. Records describe failures or explosive ordnance disposal and swimmer weapons equipment and errors in documentation maintained at EOD or Swimmer Delivery Vehicle SEAL units.

Destroy when 3 years old.

2. MAINTENANCE RECORDS. Records relating to the inventory, maintenance, repair, and accountability of special ordnance equipment used by swimmers and for defense against hostile swimmers maintained by EOD and SEAL teams and shipboard units.

Retain on board. Destroy  
Destroy when one year  
old.