

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-N4-86-5	DATE RECEIVED 6/20/86
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION NAVAL DATA AUTOMATION COMMAND		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION NAVAL FACILITIES ENGINEERING COMMAND		4 NAME OF PERSON WITH WHOM TO CONFER MS. PAT TOWNSEND	5 TELEPHONE EXT. 433-4217 DATE 5/4/89 ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 6-16-86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> J. L. ADAMS	D TITLE NAVY RECORDS OFFICER
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 style="text-align: center;">CHAPTER 11 SSIC 11000-11999</p> <p>The records described in this chapter relate to the planning and design, construction, acquisition, development, maintenance, administration, and disposition of structures and facilities ashore, including fleet facilities, heavy equipment and transportation facilities, real estate and housing, and power and other utilities and services for activities and structures. These records are accumulated by public works activities and by other activities and offices responsible for or performing public works type or related functions described in this chapter.</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> <p style="text-align: right;"><i>Navy copy sent 5/15/89 gm</i></p>		

CHAPTER 11

FACILITIES AND ACTIVITIES ASHORE RECORDS
11000-11999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE PLANNING AND DESIGN, CONSTRUCTION, ACQUISITION, DEVELOPMENT, MAINTENANCE, ADMINISTRATION, AND DISPOSITION OF STRUCTURES AND FACILITIES ASHORE, INCLUDING FLEET FACILITIES, HEAVY EQUIPMENT AND TRANSPORTATION FACILITIES, REAL ESTATE AND HOUSING, AND POWER AND OTHER UTILITIES AND SERVICES FOR ACTIVITIES AND STRUCTURES. THESE RECORDS ARE ACCUMULATED BY PUBLIC WORKS ACTIVITIES AND BY OTHER ACTIVITIES AND OFFICES RESPONSIBLE FOR OR PERFORMING PUBLIC WORKS TYPE OR RELATED FUNCTIONS DESCRIBED IN THIS CHAPTER.

SSIC 11000-11099

GENERAL FACILITIES AND ACTIVITIES ASHORE RECORDS

SSIC 11000

GENERAL FACILITIES AND ACTIVITIES ASHORE (INCLUDE MARINE CORPS SOP'S) RECORDS

1. PRIMARY PROGRAM RECORDS

a. Departmental Files. Files include ~~general~~ correspondence files, master shore station development and military construction plan files with supporting papers, and other records accumulated by the Assistant Secretary of the Navy (ASN) (Shipbuilding & Logistics (S&L)), and the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) relating to their assigned primary program responsibilities for the development, execution, and accomplishment of plans, policies, programs, and procedures for the planning, design, acquisition or development (construction), and maintenance and management of structures and facilities ashore, including fleet facilities, plant facilities, housing, transportation, and utilities and services. Include also records of the Chief of Naval Operations (CNO), Marine Corps ^(CMC) activities, and other departmental ~~material~~ ^{Systems Commands} ~~bureaus and other offices~~ relating to assigned program responsibilities in this area.

(1) Navy

Commandant of the

Permanent. ^{Retire} ~~Transfer to~~ ^{Washington} ~~nearest Federal Records~~ ^{National} ~~Center (PRC) or to other~~ ^{Records Center} ~~authorized storage area~~ ^(WNRC) when 4 years old. ~~Offer~~ ^{offer} transfer to National Archives (NARA) 20 years after transfer. ^{old.} when 25 years old.

(2) Marine Corps

Retire
Permanent. ~~Transfer~~ to Washington National Records Center (WNRC) *transfer* when 5 years old. ~~Offer~~ to NARA ~~20 years after~~ *transfer. when 25 years old.*

Retain on board. Destroy when 5 years old.

b. Shore Facility Programming Boards, Washington, DC, Program Files. General correspondence files and other records documenting the overall ~~development and~~ execution of plans, policies, procedures, and the performance of essential transactions. Include master development and construction plans and supporting records. ~~(See par. 11010 for records of district military construction (review boards).)~~

Engineering Field Divisions
c. Records of ~~Civil Engineers Offices~~ and Other Major Commands. Files relating to the construction program of the command and to overall planning aspects of civil engineering matters.

FR
Permanent. *Retire* ~~Transfer~~ to *nearest* WNRC when 4 years old. ~~or when files become inactive, whichever is~~ *Transfer later.* Offer to NARA when 25 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Correspondence and related records of public works offices and of other activities and offices performing public works type functions.

a. Files That Document the Overall Operations of the Activity or Office and the Accomplishment of Its Assigned Public Works Mission

~~Retain on board.~~ Destroy when 5 years old.

b. General Correspondence Files. Records relating to the routine internal operation and administration of the office.

Destroy when 2 years old. ~~or when no longer needed, whichever is sooner.~~ (GRS 23.1)

3. STATION FACILITIES REPORTS SUBMITTED TO *NAVFAC OR Departmental* ~~DEPARTMENTAL BUREAUS OR OFFICES~~ OR OTHER HIGHER AUTHORITY. Include quarterly station reports of aviation facilities and on-board aircraft and personnel.

Destroy when 2 years old.

4. FACILITIES HISTORY CARDS. Contains information related to location, design and maintenance of facilities ashore.

Retain on board. Destroy after building or facility is reported as disposed of.

5. ADVANCE PLANNING REPORTS AND DESIGN FILES. Preliminary schematic drawings, outline specifications, and cost estimates pertaining to the scope, general feature, utilities, and costs of proposed military construction or public works projects.

Retain on board. Destroy when 10 years old. (GRS 22.1b)

ADD A, B, C →

SSIC 11010

SHORE STATION DEVELOPMENT RECORDS

1. FACILITIES REQUIREMENTS PLANNING RECORDS. Files include requirements analysis and asset data contained in facility planning systems.

Retain on board. Destroy when superseded or cancelled.

2. SHORE ACTIVITY MASTER PLANS

a. Official Activity Master Plans. Files accumulated at the ^{activity} ~~departmental~~ level. ^{Departmental} ~~Include~~ master set of all plans. ^{Departmental} ~~Shore station Development master plans~~ are retired as primary program records under SSIC 11000.1.a.

~~Permanent~~ ^{Retire} Transfer to nearest ~~WNRC~~ when 4 years old. Offer to NARA when 20 years old. ~~(GRS 22.2a)~~

b. Other Plan Files

Retain on board. Destroy when superseded or cancelled. (GRS 22.3a)

3. INDEXES OR LISTINGS FOR IDENTIFICATION. ~~Files assigned construction contracts, plans, and miscellaneous drawings.~~ Listings of drawings that are associated with contracts

~~Permanent~~ ~~Transfer to nearest PRC when 4 years old.~~ Offer to NARA when 20 years old. ~~(GRS 22.5)~~ Destroy when contract is completed.

ADD D, E, F →

ADD A

~~SSIC 11000~~GENERAL FACILITIES AND ACTIVITIES ASHORE RECORDS

6. PRODUCTION MANAGEMENT SYSTEM (PWC/MIS) This system, sponsored by CNO (OP-44), provides support to Naval Base Public Works Centers production forces. The system provides reference number assignment to management programs, work progress analysis, shop loading data, work scheduling information, and monitors facilities inspection programs.

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 operators and user manuals.

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

ADD B

78. H30 SYSTEM A planning and scheduling system to provide automated support for the production management offices of Public Works Departments. The system provides capabilities to add, update, and delete records; update the data base with computed task start date, task end date, and job completion date; and print various scheduling, planning, backlog, and management reports. Provides a tracking system for work requests, planning and estimating jobs, and minor work.

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 operators and user manuals.

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

ADDC

8-9. ALLOWANCE MATERIAL MANAGEMENT SYSTEM This data system provides information to support Reserve Naval Construction Forces allowance material stored at permanent drill sites and Construction Battalion Centers (CBC's). System also provides information on Naval Construction Force allowance material stored in containers at CBC's and deployment sites.

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 operators and user manuals.

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

ADD D

~~SSIC 14010~~SHORE STATION DEVELOPMENT RECORDS

4. NAVOSH DEFICIENCY ABATEMENT PROGRAM/MIS The Occupation Safety and Health Deficiency Abatement Program/ Management Information System (DAP/MIS) provides information on the current status of funding NAVOSH Deficiency Abatement Projects, as well as justifications and priorities for each project. Each DAP/MIS project exhibit fully describes the safety or health hazard, the interim control measures, and the proposed corrective action. The relevant legal compliance standard, cost summary, and project schedule dates are provided. The system is sponsored by CNO (OP-44) and maintained at the Facilities Systems Office (FACSO), Port Hueneme.

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 operators and user manuals.

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

ADDE

5. NAVAL FACILITY ASSETS DATA BASE A single source of data describing facilities for use in planning, management and inventory control. It provides a record of financial and physical data on individual Navy facilities, i.e. buildings, structures, utilities, and land. System is maintained at FACSO, Port Hueneme.

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 operators and user manuals.

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

ADD F

6. SHORE FACILITIES PLANNING SYSTEM This system was established to determine the basic facility requirements at shore activities to insure the completion of assigned mission. The system compiles lists of essential facilities; compares existing assets with requirements producing a list of facility surpluses and deficiencies. The system provides for the development of construction projects and the entry of these projects into the military construction requirements list. Facility requirements plans are produced for shore activity hosts and tenants.

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 operators and user manuals.

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

ADD A

SSIC 11011

1. REAL ESTATE TITLE RECORDS. Case files containing deeds to property, certificates of title, documents of final adjudication by a court, site maps, Attorney General opinions, and other instruments of ownership. These files are maintained by the Engineering Field Divisions.

Permanent. Retain on board. Transfer to NARA when activity has been disestablished and property has been removed from DON plant account.

SSIC 11011

ADDA

REAL ESTATE RECORDS

Destroy 10 years after completion of acquisition transaction.

2. CORRESPONDENCE AND OTHER RECORDS DOCUMENTING THE ACQUISITION OF LAND AND APPURTENANCES ACQUIRED WITH THE LAND. Files which consist of preliminary reports of title; letters of approval; declarations of taking or of condemnations; ^{copies of} certificates of titles and deeds, ~~and~~ easement records; and transfer of title papers, ^{and transcripts} (See par. 5032 for street, facility, and area names policy records.)

~~Permanent. Transfer to nearest FRC upon disestablishment of activity and property has been removed from DON plant account. Offer to NARA 20 years after transfer.~~

3. REAL ESTATE RECORDS NECESSARY OR CONVENIENT FOR THE USE OF PROPERTY OR EQUIPMENT SOLD OR TRANSFERRED TO OTHER CUSTODY.

a. Selected Drawings and Photographs of Properties Selected for Their Architectural, Historical, or Technological Significance. (NAVFAC or EFD's contact NARA in advance of transfer to arrange selection of records for permanent retention)

Permanent. Offer to NARA when ^{property} is transferred. (Duplicate copies will be provided, if needed, to new custodian.)

b. ~~Other~~ Other Files such as maintenance history, records of minor modifications, etc.

Transfer to new custodian. (GRS 4.4)

4. PLOT PLANS, SITE MAPS AND SURVEYS, AND OTHER DRAWINGS OF NAVY REAL ESTATE WHEN PROPERTY IS NOT SOLD OR TRANSFERRED TO OTHER CUSTODY. These are prepared and accumulated by COMNAVFACENGCOM, Headquarters Marine Corps, overseas and area public works offices, and other activities responsible for the acquisition or administration of real estate.

a. One Copy of Each Published Map

Permanent. ^{Retire} Transfer to nearest FRC in 4 years blocks when newest records are 10 years old.

Transfer
~~Offer~~ to NARA when newest records are 20 years old. (GRS 17.3)

~~Retain on board.~~ Destroy when no longer needed.

Retain on board. Destroy ~~after all work relating to the property is~~ when ~~completed,~~ *acquisition trans-* ~~action is completed~~

Permanent. ~~Transfer~~ *Retire* to nearest FRC when no longer needed. ~~Offer~~ *transfer* to NARA when 20 years old.

Retain on board. Destroy 1 year after project is completed.

b. Remaining Items

54. REAL ESTATE PLANNING FILES. Papers relating to the preliminary plans for real estate acquisition such as copies of preliminary appraisal reports, activities' recommendations, or justification regarding acquisitions, pertinent engineering and cost data, and other background or planning data essentially summarized or documented in permanent real estate acquisition files.

65. INDEX CARD RECORDS OF NAVAL REAL ESTATE. Files reflecting such information as locations, parcel numbers, acreages, or brief description of property.

78. PROJECT REFERENCE OR WORKING FILES. Copies of plot plans, appraisal assignments, engineering and other reports and data, contracts, and other working or information papers accumulated for convenience or reference while project is in progress.

ADD A →

SSIC 11012

~~SHORE STATION DESIGN CRITERIA RECORDS~~

~~1. THOSE RECORDS WHICH PERTAIN TO THE DESIGN PROCESS GENERALLY CONSISTING OF PRELIMINARY AND PRESENTATION DRAWINGS. Drawings and sketches that are conceptual in nature. These drawings, usually freehand studies that show the basic design of the structure, include the arrangement of rooms, general appearance of elevations, floor plans, and other details under consideration.~~

ADD A

~~SSIC 11011~~REAL ESTATE PROPERTY RECORDS

87. FACILITIES MANAGEMENT - CLASS 1 AND 2 REAL PROPERTY TRACKING SYSTEMS These systems are maintained, generally on microcomputers, by Public Works Centers at major Naval activities. These systems keep a current log of all class 1 and 2 real property at the base, identifies all tenants occupying the property, and maintains a log of all proposed construction of real property. Reports generated by these systems include lists by property record number, by tenant, by facility, by category code, and by maintenance code.

a. Discs or other file maintenance media.

Retain on board. Destroy when no longer required.

b. Input data

Retain on board. Destroy when no longer required.

c. Output data and reports

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

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

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

~~a. Drawings and Other Files Selected for Architectural, Historical, and Technological Significance. Includes the historical file of drawings of significant shore facilities designed and constructed by NAVFACENGCOM and its predecessors, 1890-1978. All items to be micro-filmed on 105mm fiche cards, one drawing per fiche.~~

~~Permanent. Retain on board. Offer to NARA within 5 years after completion of project. (GRS 22.1a(1))~~

~~(1) Original silver negative microfiche or second generation copy negative~~

~~Permanent. Offer to NARA immediately upon completion of acceptable film of entire file and completion of indexes to film.~~

~~(2) Other copies of microfiche used for reference~~

~~Destroy when no longer needed.~~

~~(3) Hardcopies on paper dated before 1 January 1921~~

~~Permanent. Offer to NARA immediately after acceptable microfilm is completed. (These early drawings have intrinsic historical value and should be offered in addition to the microfilm.)~~

~~(4) Hardcopies on paper dated after 1 January 1921~~

~~Destroy after acceptable microfilm copy is created and paper no longer needed for reference.~~

~~b. Special Study Data and Other Documents. Files include engineering investigation reports and preliminary design studies.~~

~~Retain on board. Destroy when 3 years old or when obsolete, whichever is earlier.~~

~~c. All Other Files~~

~~(1) When plans become obsolete because structure or facilities are disposed of by sale or transfer~~

~~Retain on board. Transfer 1 copy of pertinent plans with the building or machinery transfer.~~

~~(2) In all other cases~~

~~Retain on board. Destroy when superseded or obsolete.~~

~~d. Assignment Logs or Master Microfilm Negative Records of Plan File Serial Numbers Assigned to NAVFACENGCOCOM Drawings and Index Cards to Permanent Plan Files~~

~~Permanent. Retain on board. Offer to NARA within 5 years after completion of project.~~

ADD A+B →

2. ADVANCE PLANNING REPORT. Preliminary schematic drawings, outline specifications, and cost estimates pertaining to the scope, general features, utilities, and cost of proposed military construction or public works projects.

~~Retain on board. Destroy when 10 years old. (GRS-22.1b)~~

3. DEVELOPMENT PLANNING FILES

a. General Development Plans for Major Naval Activities. These usually form Part III, Section 2, of the Military Construction Review Report or the Master Shore Station Development Plan Reports.

~~Retain on board. Destroy when superseded or cancelled. (GRS-22.3a)~~

b. General (Annual) Plans. Copies of recommended or approved drawings or plans for future development or improvements to existing Navy and Marine Corps facilities.

~~Retain on board. Destroy when superseded or cancelled. (GRS-22.3a)~~

~~Destroy when superseded. Submit SF-115 IAW Part II, para. 4.~~

c. Related Case Files

4. TECHNICAL DATA REFERENCE FILES. Catalogs, charts, copies of technical reports and data, and other background papers or master microfilm negatives thereof used in developing plans and specifications.

~~Retain on board. Destroy when superseded or when data becomes obsolete. (GRS-23.6)~~

ADD A

~~SSIC 11012~~

SHORE STATION DESIGN CRITERIA RECORDS

1. THOSE RECORDS WHICH PERTAIN TO THE DESIGN PROCESS GENERALLY CONSISTING OF PRELIMINARY AND PRESENTATION DRAWINGS, MANUALS, AND COMPUTATION BOOKS. The drawings and sketches are conceptual in nature, usually showing the basic design of the structure, and include such items as the basic design of the structure, arrangement of rooms, general appearance of elevations, floor plans, and other details under consideration. ~~Include also bid drawings submitted by contractors.~~

a. Drawings and sketches. Original and microform drawings and sketches including preliminary, presentation and submittals.

b. Assignment Logs of the serial numbers assigned to design drawings or microform copies thereof.

c. Special Study Data. Files include engineering investigation reports and preliminary design studies.

d. Design Computations. Essential design data contained in computation books, folders, or the microfilm negatives thereof.

e. Design Manuals/Handbooks. NAVFACENGCAM manuals or handbooks that specify design criteria, specifications, safety factors, and mandatory features that are to be included in the design of types of structures.

(1) Master silver microfilm.

Destroy when structure is completed and as built or "record" drawings are prepared. (GRS 17.5)
*permanent. transfer to NARA IN
Destroy when no longer 5 year
required for reference blocks
purpose. for all records greater
than 5 years old.*

Destroy when 3 years old or when obsolete, whichever is earlier.

Retain on board. Transfer to new owner if structure is sold or transferred. Destroy if structure is demolished.

Permanent. Transfer to

ADD B

(2) Duplicate silver microform copy maintained at NAVFACENGCOM Headquarters.

(3) Printed copies of design manuals.

NARA in 5 year blocks when the most recent manual is 30 years old.

Destroy when no longer required.

Destroy when cancelled or superceded.

ADD A

~~SSIC 11012~~SHORE STATION DESIGN CRITERIA RECORDS

7.8. DESIGN MANAGEMENT INFORMATION SYSTEM Information in this system is used to plan the engineering and design investment, to organize the in-house architect/engineer contract force, to manage staffing, and to control and direct the execution of the total design process. The system is maintained at FACSO, Port Hueneme and supports NAVFAC HQ and the Engineering Field Divisions.

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 operators and user manuals.

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

ADD B

SSIC 11013

SHORE STATION CONSTRUCTION RECORDS

1. CONSTRUCTION DRAWINGS. These include intermediate and prefinal drawings, final working drawings, as-built drawings, "record" drawings, shop drawings, repair and alteration drawings, standard drawings, and specifications.

a. Drawings filmed on 105 mm or 35 mm silver film.

(1) Silver film copy maintained at NAVFAC Record Drawing Film File, Port Hueneme, CA.

(2) Silver film copy maintained by the Engineering Field Division for the geographical area in which the structure is located.

(3) Other copies of microfilm used for reference.

(4) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFAC HQ and Engineering Field Divisions.

(5) Original "record" drawings and as-built drawings not included in SSIC 11013.1.a.(4).

(6) Intermediate and prefinal drawings, final working drawings, shop drawings, repair and alteration drawings, standard drawings and specifications.

*vital Record copy, Destroy only
Retain on board. Destroy when
when no longer required. directed
by ComNAVFACENGCOM.*

Permanent. Transfer to NARA when structure is sold, transferred or demolished.

Destroy when no longer required.

Permanent. Transfer to NARA when structure is sold, transferred, or demolished, or when 20 years old, whichever is earlier.

*Transfer to new owner if
Destroy when structure is
sold ^{or} transferred. ~~or~~ Destroy if
structure is demolished, or when 20
years old, whichever is
earlier.*

Destroy when microfilm has been verified.

ADD C

b. Original drawings that have not been filmed.

(1) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFAC HQ and Engineering Field Divisions.

Permanent. Transfer to NARA when structure is sold transferred, or demolished or when 40 years old whichever is earlier.

(2) Intermediate and prefinal drawings, final working drawings, shop drawings, repair and alteration drawings, standard drawings and specifications.

Destroy when structure is sold transferred, or demolished or when 40 years old, whichever is earlier.

c. Assignment logs of the serial numbers assigned to NAVFACENGCOM and Engineering Field Division Drawings.

(1) Microform copies.

Permanent. Transfer to NARA in five year blocks for all records greater than 5 years old.

(2) Indexes to drawings that is maintained in a data base.

Permanent. Transfer complete printout to NARA annually.

d. Blueprints or other copies that duplicate original drawings, drawings not used in construction or alteration, drawings used to negotiate contracts, drawings used to assign floor space.

Retain on board. Destroy when superceded or purpose is served.

5. FACILITIES SUMMARIES FOR OVERSEAS BASES OR MASTER MICROFILM NEGATIVES THEREOF

a. One Record Copy Retained as Part of the Primary Program Records

Permanent. Retain on board. ~~Offer to NARA~~ ^{Transfer} to NARA within 5 years after completion of project. ~~(CRS 22.1a(1))~~

b. All Other Copies

Retain for lifetime of facility.

~~6. DESIGN COMPUTATIONS. Essential design data contained in computation books, folders, or master microfilm negatives thereof developed in connection with the design of facilities or structures.~~

~~Retain for lifetime of facility.~~

67. DESIGN COST ESTIMATORS PROJECT (CASE) FILES. Detailed breakdown computations and data for facilities construction and design projects. May include basic calculations and summary labor and material cost data, detail construction material breakdowns, internal memoranda, blueprints, and other similar data and correspondence pertinent to project cost determinations.

Retain on board. Destroy 5 years after completion of project.

ADD A →

SSIC 11013

~~MOORE STATION CONSTRUCTION RECORDS~~

~~1. CONSTRUCTION DRAWINGS. These include intermediate and prefinal drawings, final working drawings, as built drawings, shop drawings, repair and alteration drawings, standard drawings, and specifications.~~

~~a. Drawings Selected for Architectural, Historical, or Technological significance.~~

Permanent. ~~Offer to NARA when structure is sold, transferred, or demolished, or when 30 years old, whichever is~~

ADD B & C →

~~b. Blueprints or Other Copies that Duplicate Original Drawings, Drawings not used in Construction or Alteration, Drawings Used to Negotiate Contracts, Drawings Used to Assign Floor Space, and All Other Drawings not Selected for Architectural, Historical, or Technological Significance~~

~~earlier. If drawings are incorporated into NAVFACENGCOM microfilming program, microfilm may be submitted instead of paper; paper to be destroyed upon obtaining acceptable microfilm.~~

~~Retain on board. Destroy when superseded, obsolete, or purpose is served; e.g., it is determined drawings will not be needed for local construction or redesign purposes.~~

2. CONSTRUCTION DRAWINGS WHICH ARE NOT COVERED IN PAR. 11013.1.

Retain on board. Destroy when purpose is served.

~~3. BLUEPRINTS AND OTHER COPIES. Files include drawings prepared for other than construction purposes and construction, alteration, and repair drawings not used.~~

~~Retain on board. Destroy when superseded or purpose is served; e.g., it is determined drawings will not be needed for local construction or redesign purposes.~~

3.4. FIELD SURVEY, TEST, AND EXPLORATION DOCUMENTS. Field survey notes or reports and other summary records of exploration data including pile driving data, soil density data, summary concrete and other material test and strength evaluation records, and other exploration data having continuing scientific or technical research value.

Retire Permanent. Transfer to nearest FRC when 5 years old activity is disestablished or files are no longer needed for reference. ~~Offer to NARA 20 years after transfer, when 30 years old~~ Destroy when structure is sold, transferred or demolished

45. CIVIL WORKS AND CONSTRUCTION STATUS REPORTS. Copies of reports and related papers pertaining to status of construction work projects.

Retain on board. Destroy 1 year after termination of contract.

58. LABOR STANDARD INSPECTION REPORTS AND COPIES OF CONTRACTORS WEEKLY PAYROLL AFFIDAVITS

Destroy 3 years after completion of contract unless contract is under enforcement action. (~~GRS 3.12~~) (GRS 3.1)

61. CIVIL WORKS AND CONSTRUCTION CONTRACT RECORDS. Files include correspondence relating to the administration of the contracts.

a. Supporting Contract or Order Files

Apply ~~Defense~~ appropriate Acquisition Regulation (DAR) under SSIC 4200.

b. All Other Files

Destroy when 2 years old. (~~GRS 3.2~~) (GRS 3.2)

78. INSPECTION REPORTS

a. Material Inspection Copies

- (1) Routine internal administration files
- (2) All other files

Destroy when 2 years old.
Destroy when 3 years old.

b. Copies Supporting Contract Files

Apply appropriate sub-item of ~~par.~~ 4200. SSK

89. ALL PHOTOGRAPHS AND NEGATIVES IN THE POSSESSION OF OFFICERS IN CHARGE OF CONSTRUCTION AND RESIDENT OFFICERS IN CHARGE OF CONSTRUCTION. Closed construction contracts for which a final decision of the contracting officer on a dispute has been received, construction contracts in which a final release

reserving a claim has been received, or construction contracts for which a decision of the Armed Services Board of Contract Appeals has been received.

a. One Construction Progress Photograph and Negative of Each Construction Print

(1) Officers in charge of construction

Forward to COMNAVFAC-ENGCOM when 2 years old.

(2) COMNAVFACENGCOM

(a) Routine construction prints

Retain on board. Destroy 6 years after final decision.

(b) Prints determined to be of continuing value

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

(c) Prints returned to OICC

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

b. All Other Photographs and Prints

Destroy when 2 years old.

9. CONSTRUCTION (COST REIMBURSEMENT-TYPE) CONTRACT RECORDS

ADD A & B →

Apply appropriate sub-item of par. 4200.
SSIC

SSIC 11014

SHORE STATION MAINTENANCE RECORDS

1. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES RELATING TO SHORE STATION MAINTENANCE PROGRAMS. Files include engineering survey reports and related data and papers.

Destroy when 2 years old.

ADD A

~~SSIC 11013~~~~SHORE STATION CONSTRUCTION RECORDS~~

1041. FACILITIES PLANNING MODEL This system enables automated computation of facilities requirements. The model is an interactive process through which planners enter data on base loading. The system compares facility requirements with asset records in the Naval Facilities Assets Data Base to determine surpluses and deficiencies, and to price out costs of rehabilitation, additional new construction and facilities maintenance.

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 operators and user manuals.

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

ADD B

// 12. CONTINGENCY RESOURCES DATA BASE (CRDB) This system is used by NAVFAC Headquarters to prepare port, airfield, and construction capability reports for use by the Fleet Commanders-in-Chief, CNO, and the Joint Chiefs of Staff. System interfaces with the JOPS Port File, Fleet Intelligence Center Port Files, and the DMA Automated Air Facilities Information File. System is maintained at FACSO, Port Hueneme.

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 operators and user manuals.

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

2. LOCAL CONTROL OR PROGRESS RECORDS RELATING TO SHORE STATIONS MAINTENANCE WORK. Local equipment operation and installation logs and other similar records.

Destroy when 1 year old.

3. EQUIPMENT UPKEEP AND PREVENTIVE MAINTENANCE LOGS AND RECORDS

a. Daily or Weekly Records

Destroy when 1 year old.

b. Detail Working Papers or Check Lists

Destroy when 1 year old.

c. All Other Records

Retain on board. Destroy 3 months after work performed or requisition cancelled.

4. OTHER MAINTENANCE, UPKEEP, AND REPAIR RECORDS

Destroy when 1 year old.

5. PREVENTIVE MAINTENANCE WORKSHEETS

Retain on board. Destroy when superseded or purpose is served.

ADD A & B →

SSIC 11015

AGRICULTURE, FISH, AND WILDLIFE RECORDS

SOIL AND WATER CONSERVATION RECORDS. Files include erosion control, grounds maintenance, landscaping, conservation plans for new construction, land management, and outleasing, and soil density reports.

~~Retain on board.~~ Destroy when ~~no longer needed,~~ 10 years old.

2. FORESTRY MANAGEMENT. Files include overall management plans and annual increments pertaining to forestry management.

~~Retain on board.~~ Destroy when ~~no longer needed.~~ plan is superseded or when 10 years old whichever is sooner.

3. FISH AND WILDLIFE RECORDS. Files containing management plans and annual increments.

~~Retain on board.~~ Destroy when ~~no longer needed.~~ 10 years old.

ADD A

~~SSIC 11014~~SHORE STATION MAINTENANCE RECORDS

6. STAFF CIVIL ENGINEER WORK REQUEST TRACKING SYSTEM This system or similar systems are maintained by Public Works Departments/Centers or Offices of the Staff Civil Engineer usually on microcomputers. System tracks work requests from start to completion. Generates reports of completed work requests, uncompleted work requests, and work requests behind schedule.

a. Discs or other file maintenance media.

Retain on board. Destroy when no longer required.

b. Input data

Retain on board. Destroy when no longer required.

c. Output data and reports

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

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

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

ADD B

7. NAVY-WIDE ANNUAL INSPECTION SUMMARY This system processes maintenance deficiencies noted on inspections of Navy Shore activities. Periodic reports for each command are forwarded to major claimants for submission to CNO (OP-44). System is maintained at FACSO, Port Hueneme.

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 operators and user manuals.

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

ADD A

~~SSIC 11016~~~~PLANT PROPERTY RECORDS~~

3. PLANT PROPERTY MANAGEMENT SYSTEMS/GOVERNMENT FURNISHED EQUIPMENT SYSTEMS These systems, usually on micro computers, are maintained at most Navy and Marine Corps activities. Systems maintain an inventory of plant property on sub custody within the command and/or government owned equipment on loan or furnished to contractors. Systems allow for the inventory to be updated and a variety of inventory reports are produced.

a. Discs or other file maintenance media.

Retain on board. Destroy when no longer required.

b. Input data

Retain on board. Destroy when no longer required.

c. Output data and reports

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

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

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

ADD 3

4. MINOR PROPERTY MANAGEMENT SYSTEMS Automated systems, with a variety of similar names and generally maintained on microcomputers, that provide information pertaining to minor property within a Navy or Marine Corps activity. Information includes National stock number, item name, sub-custodian, responsible division, minor property tag number, and other similar type data.

a. Discs or other file maintenance media.

Retain on board. Destroy when no longer required.

b. Input data

Retain on board. Destroy when no longer required.

c. Output data and reports

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

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

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

4. GENERAL CORRESPONDENCE FILES

a. Files Relating to Routine Internal Operation and Administration

Destroy when 2 years old.
~~or when no longer needed,~~
~~whichever is sooner.~~

b. Other Correspondence Files Relating to the Overall Management of Agriculture, Fish, and Wildlife

~~Retain on board.~~ Destroy
when 5 years old.

SSIC 11016

PLANT PROPERTY RECORDS

1. GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the maintenance of machinery and equipment and other plant property.

Destroy when 3 years old.
(GRS 8.1)

2. PLANT PROPERTY ACCOUNTING CARD AND LEDGER RECORDS

a. Plant Account Cards and Ledgers

Retain on board. Destroy
3 years after item is
withdrawn from plant
account. ~~(GRS 8.6)~~ (GRS 8.5)

b. All ^{other} ~~Other~~ Plant Accounting Files

Retain on board. Destroy
when no longer needed.

A & B →

SSIC 11017

GROUNDS OR UNPAVED AREAS (LAND) RECORDS

1. Files include scheduling of military use and procedures for scheduling public use of facilities.

Retain on board. Destroy
when no longer needed.

SSIC 11018TESTING AREAS AND FACILITIES RECORDS

1. Reports and certifications on static, load, and dynamic tests of elevators, pavement, boilers, and weight handling trackage facilities.

Destroy when 10 years old.

SSIC 11019SHORE STATION SPECIAL PROJECTS RECORDSREQUIREMENTS ANALYSIS AND ASSET DATA

- a. Records Contained in a Facility Planning System
- b. Special Study Data and Other Documents

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

Retain on board. Destroy when obsolete or 3 years old, whichever is later.

SSIC 11080NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE RECORDS

1. THOSE FILES THAT SERVE AS A GUIDE FOR DISASTER PREPAREDNESS AND DOCUMENT NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE PLANS AND PROCEDURES ACCUMULATED BY COMNAVFACENGCOM

Permanent. ^{Retire} Forward to WNRC when ~~phased out by~~ ^{superceded} additional defense techniques. ^{transfer} Offer to NARA when 20 years old.

SSIC 11090DAMAGE CONTROL RECORDS

1. RECORDS INVOLVING FIRE DETECTION, PREVENTION, AND CONTROL WHICH RELATE TO FLOODING AND DAMAGE DETECTION, PREVENTION, AND CONTROL

Destroy when 2 years old.

SSIC 11100-11199STRUCTURES AND FACILITIES RECORDS

ADD A

SSIC 11100

STRUCTURES AND FACILITIES RECORDS GENERAL

1. NAVY INSTALLATION RESTORATION (IR) PROGRAM RECORDS

- a. Primary Program Records. Correspondence, reports, and studies relating to the establishment, development, and accomplishments of the IR Program. Files are accumulated by HQ NACFAC and Naval Energy and Environmental Support Activity (NEESA) only. Permanent. Retire to nearest FRC in 5 year blocks. Transfer to NARA when 20 years old.
- b. General Correspondence files. Records relating to the routine administration of the program. Destroy when 5 years old.
- c. IR Program Reports. Includes Preliminary Assessment Site Investigation (PASI) studies, Quality Control/Quality Assurance Reports, Confirmation Studies, Chemical Analyses, and Remedial Action Reports.
- (1) Maintained by NEESA. Retain on board. Destroy when 20 years old.
- (2) Maintained at inspected activity Retain on board. Destroy upon completion of remedial corrective action.
- d. Publications. Handbooks, guides, instruction pamphlets, and report format instructions supporting the IR Program. Destroy when cancelled or superceded.

ADD B

59. NAVY POLLUTION CONTROL PROJECTS REPORTING SYSTEM Source documents for the system are proposed projects for pollution abatement funding submitted to Naval Energy and Environmental Support Activity by activities, submajor or major claimants. A Pollution Control Report is published twice a year by NEESA. Special reports are furnished on request.

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 operators and user manuals.

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

ADDC

6 8. NAVY AIR POLLUTION SOURCE INFORMATION SYSTEM (NAPIS)
 Data on stationary air pollution sources is collected by the Naval Energy and Environmental Support Activity and incorporated into a computerized emission inventory system. Information on abatement, monitoring equipment, and emissions is accessible. File is updated monthly. A complete master file report and a summary report are produced annually. Provides users with data on the location, magnitude, frequency, duration, legal limit, and relative contribution of air emission sources at all DON and Marine Corps activities. Provides information for quantifying emissions for an activity using mass emission factors, for predicting ambient air quality, for the design/modification and evaluation of air pollution abatement facilities, for comparing emission data for similar sources, for determining pollutant concentrations and dispersion by short stuck modeling, for quantifying types and amounts of fuel consumed, and for developing and updating air episode plans. System supports the Naval Energy and Environmental Support Activity and the Engineering Field Divisions.

- | | |
|--|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and <u>user manuals.</u></u> | Retain on board. Destroy when superseded or no longer needed for reference. |

ADD D

~~SSIC 11100~~~~GENERAL STRUCTURES AND FACILITIES RECORDS~~

7.4.8. CATEGORY CODE DIRECTORY An automated data base containing the Department of the Navy Facility Category Codes, category code nomenclature, and units of measure used for identifying, classifying, and quantifying facility requirements and assets. The system is maintained by FACSO, Port Hueneme and supports NAVFAC HQ, NAVFAC Engineering Field Divisions, and all major claimants and resource sponsors.

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 operators and user manuals.

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

ADD

8. ~~410~~. BASE LOADING SYSTEM Extracts and tabulates current and projected personnel strength information to be used as the basis for the family and unaccompanied personnel housing survey systems and the shore facilities planning system. Generates reports required by OSD to support the Navy's annual Family Housing, Unaccompanied Personnel Housing, and other MCON programs before Congress.

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 operators and user manuals.

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

ADDF

97. DEFENSE ENVIRONMENTAL STATUS REPORT (DESR) SYSTEM. A data base containing a wide variety of environmental information including the provisions of federal, state, and local laws. system is maintained by the Naval Energy and Environmental Support Activity and supports NAVFAC and the EFD's. Data is stored at FACSO and NEESA.

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 operators and user manuals.

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

SSIC 11100

DDA
GENERAL STRUCTURES AND FACILITIES RECORDS

2. ~~X~~ DRAWINGS OR PLANS. Records include blueprints, etc., of structures (buildings) copies of drawings or plans for each building or other structure at a naval activity or other installation including plans for layout, machinery, and electrical wiring. Records accumulated by Naval activities and Public Works Centers only.

Destroy when structure Permanent. Offer to is transferred NARA within 5 years or demolished after completion of project. (GRS 22.1a(1))

3. STRUCTURE OR FACILITY (HISTORY) RECORDS. Master file (one copy only) cards or other similar records that document the physical features, placement, and nature of government structures. Records are accumulated by Naval activities only.

Permanent. Retain on board until activity is disestablished, then transfer offer to NARA. (GRS 22.2)

4. FACILITIES REFERENCE FILES. Information copies of publications, photographs, charts, engineering drawings and data, brochures, plans, and other documents relating to available facilities and structures used as a ready reference file in connection with facilities planning, management control, or other similar purpose.

Retain on board. Destroy when superseded by later information or facility is disestablished. (GRS 23.6)

ADD B thru E
ADD F

SSIC 11101

FAMILY HOUSING RECORDS

1. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES CONCERNED WITH THE PERFORMANCE OF HOUSING MANAGEMENT FUNCTIONS. Files include the maintenance and administration of housing projects and related matters. (Exclude records relating to the acquisition, construction, or disposition of housing facilities and records documenting general housing policies or precedent setting decisions.) ~~or transactions that may have historical significance which are permanent records.~~

Retire to nearest FRC when 3 years old. Destroy when 10 years old.

~~a. Files Relating to the Routine Internal Operation and Administration of Housing Matters. Files include the assignment of housing or quarters.~~

Destroy when 2 years old. (GRS 15.5)

Delete entire page

~~b. Other Correspondence Files. Files include those relating to the overall management of housing programs and to the alteration, extension, or improvement of local housing.~~

~~Destroy when 2 years old.
(GRS 15.1)~~

~~2. RECORDS PERTAINING TO THE DESIGNATION OF HOUSING FOR SPECIFIC BILLET OCCUPANCY. Files include related correspondence and papers.~~

~~a. Litigation Pending~~

~~Retain on board. Destroy after tenant vacates unit and no litigation is pending. (GRS 15.5a)~~

~~b. No Litigation Pending~~

~~Retain on board. Destroy when tenant vacates unit. (GRS 15.5b)~~

~~3. TENANT (HOUSING OCCUPANCY) FOLDERS. Records relating to rental and occupancy of individual housing units (including public quarters, rental housing, trailers, and trailer sites) and containing papers such as applications for housing, assignment slips or quarters occupancy notices, vacating notices, memoranda and/or property receipts, tenant's request for permission to install personally-owned equipment and replies thereto, clearance sheets, unit and furniture inspection documents submitted by tenant, notices of termination of agreements, and related correspondence and papers.~~

~~Retain on board. Destroy 3 fiscal years following close of fiscal year in which lease terminates, lapses, or cancellation occurs or litigation is concluded, whichever is later. (GRS 15.4)~~

~~4. HOUSING MAINTENANCE AND REPAIR FILES~~

~~a. Records Documenting the Maintenance and Repair of Individual Rental Housing Units and of Public Quarters. Files consist of individual unit record cards summary records of alterations, improvements, and extensions to quarters and other related papers.~~

~~Retain on board. Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or removed from naval cognizance. (GRS 15.2a)~~

ADD A

~~NAV FAC report~~

~~*** 78~~

2. FACILITY FILES. A facility history record must be maintained for each facility identified on the Family Housing Property Account. For multidwelling buildings each family housing unit must have a separate facility history record.

a. Occupant Information. A ~~permanent~~ record of occupancy will be kept for each set of quarters. Information on each permanent occupancy record will include the occupant's name, pay grade, date assigned, date vacated, and any remarks necessary for future reference.

~~Permanent. Retain on board until activity is discontinued, then offer transfer to NARA. (GRS 22.2) No longer required.~~ ^{Destroy when}

b. Other Occupancy Information. In addition to the information relating to the permanent occupancy history record, other information pertaining to the occupancy of Government quarters. This information will include copies of the forms for Basic Allowance Quarters (BAQ) termination or reinstatement, notice of intent to vacate, supporting documentation for any actions affecting that particular occupant, such as mandatory assignment or eviction, and all individual correspondence between the occupant and the housing organization.

~~Retain on board. Destroy~~ ^{5y}
3 fiscal years following close of fiscal year in which lease terminates, lapses, or cancellation occurs. (GRS 15.4)

3. RECORDS DOCUMENTING THE MAINTENANCE AND REPAIR AND IMPROVEMENTS OF GOVERNMENT CONTROLLED HOUSING UNITS. Files consist of individual unit record cards, summary records of alterations, improvements, extensions, and major repairs to quarters.

~~Retain on board. Destroy~~ ^{5y}
3 fiscal years after close of fiscal year in which unit is closed to tenancy or removed from naval cognizance. (GRS 15.2a)

4. WORK ORDERS, REQUISITIONS, AND RELATED PAPERS INVOLVING MINOR REPAIR AND MAINTENANCE WORK

~~Retain on board. Destroy~~ ^{5y}
3 fiscal years following close of fiscal year in which work is done. (GRS 15.2b)

5. COLLECTION OF RENTS AND CHARGES. Tenant ledger account cards or other similar records containing summaries of occupancy and rental data for each tenant.

~~Retain on board. Destroy~~ ^{5y}
3 fiscal years following close of fiscal year in which lease terminates, lapses, or cancellation occurs.

ADD 3

6. FURNISHING AND EQUIPMENT INVENTORY FILES. Maintain a current inventory of family housing furniture and equipment to include all items in quarters, in storage, or being repaired. The inventory should reflect current location by building and unit number. Equipment should be identified by year, manufacturer, size, model number and serial number in order to preserve the accuracy of the total inventory.

~~Retain on board.~~ Destroy^{copy}
3 fiscal years after close
of fiscal year in which
inventory is superseded.
(GRS 15.6)

~~b. Work Orders, Requisitions, and Related Papers Involving Repair and Maintenance Work~~

~~Retain on board. Destroy 3 fiscal years following close of fiscal year in which work is done. (GRS 15.2b)~~

5. INDIVIDUAL HOUSING UNIT CARDS

Retain on board. Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or removed from naval cognizance. (GRS 15.5b)

6. TENANT LEDGER ACCOUNT CARDS. Cards or other similar records containing summaries of occupancy and rental data for each tenant.

Retain on board. Destroy 4 years after tenant vacates.

~~7. FURNISHING INVENTORY FILES. Files pertaining to items included in furnished units.~~

~~Retain on board. Destroy 3 fiscal years after close of fiscal year in which inventory is superseded. (GRS 15.6)~~

ADD A & B →

7-8. LOCAL HOUSING CONTROL RECORDS. Card, log, or other records of applicants or of housing (occupancy) assignments; waiting lists; and other similar local control records.

a. Waiting Lists and Applicant Data Cards

Retain on board. Destroy when applicant is transferred. (GRS 15.7)
2 1/2 years old. (GRS 15.7.b)

b. Other Records

(1) Marine Corps activity log books of applicants

Destroy when 2 years old. (GRS 15.7.b)

ADD A

~~SSIC 11101~~~~FAMILY HOUSING RECORDS~~

9 10. FAMILY HOUSING SURVEY A Navy-wide system supporting Shore activities. System provides statistical data on family size, composition, adequacy of current housing, and preference. System summarizes gross assets and housing requirements and projects future utilization and planning for each activity. System maintained at FACSO, Port Hueneme.

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 operators and user manuals.

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

ADD B

10-11. HOUSING INVENTORY UTILIZATION AND OCCUPANCY SYSTEM

System provides statistics on the utilization and occupancy of military family housing assigned to Naval activities including the number and rank of personnel supported. Identifies downtime, turnover rates, and occupancy rates to assist in identifying deficiencies. System is sponsored by CNO (OP-44), maintained by FACSO, Port Hueneme, and supports NAVFAC Headquarters and the Engineering Field Divisions.

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 operators and user manuals.

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

ADD C

11.42. HOUSING DATA SYSTEM (PWC/MIS) This system family housing managers and other housing department personnel in providing personnel support to applicants and occupants and in managing family housing assets at Naval activities. The system supports assignment, referral, funds control, maintenance planning, and furnishings control functions.

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 operators and user manuals.

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

ADD D

13. FAMILY HOUSING A family Housing management system usually maintained on a microcomputer by individual shore activities supporting family housing units. System consists of five submodules: referral module, waiting list module, occupancy module, maintenance module, and incident/complaint module. System produces a variety of reports from each module.

a. Discs or other file maintenance media.

Retain on board. Destroy when no longer required.

b. Input data

Retain on board. Destroy when no longer required.

c. Output data and reports

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

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

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

ADD E

OTHER HOUSING RECORDS
~~OTHER HOUSING RECORDS~~

~~SSIC 11103~~

1. UNACCOMPANIED PERSONNEL HOUSING SURVEY System processes statistical data on the projected number of single personnel by rank or rate and transient status. Helps determine the adequacy of existing assets. Data is used to justify projects for new construction or modernization of unaccompanied personnel housing and support facilities. System is maintained at FACSO, Port Husneme and supports NAVFAC HQ, the Engineering Field Divisions, and individual shore 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 operators and user manuals.

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

(2) All other records

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

29. REPORTS RELATING TO HOUSING MANAGEMENT. Files include ^{data concerning} units, public quarters, rental housing, trailers and trailer sites, and copies of reports submitted to higher authority.

Destroy when ~~2~~⁵ years old. (GRS 15.3)

ADD A Thru D →

SSIC 11102

TRAINING STRUCTURES AND FACILITIES RECORDS

1. INDIVIDUAL DEVELOPMENT FILES. Records consist of studies, reports, and correspondence relating to requirements, allowance lists, and specification modifications for new training facilities. Records are maintained by activities and facility sponsors.

Destroy when 2 years old.

SSIC 11103

~~OTHER HOUSING RECORDS~~

ADD E →

~~Apply appropriate sub-item of par. 11101.~~

SSIC 11104COMMUNITY FACILITIES RECORDS

1. EXPENDITURE, SURVEY, COLLECTION, AND OTHER STATISTICAL NARRATIVE DATA REPORTS

Destroy when 2 years old.

SSIC 11107RESALE ACTIVITIES RECORDS

1. RESALE CASE FILES. Files involving secondhand or retail activities such as thrift shops.

Retain on board. Destroy 3 years following close of fiscal year which lease terminates, lapses, or cancellation occurs or litigation is concluded, whichever is later.

SSIC 11110-11119

RECORDS IN THIS (11110-11119) SERIES PERTAIN ONLY TO MEDICAL AND DENTAL STRUCTURES AND FACILITIES ASHORE RECORDS AND INCLUDE MEDICAL CENTER, HOSPITAL, MEDICAL CLINIC, OTHER MEDICAL FACILITY/ACTIVITY, DENTAL CENTER, DENTAL CLINIC, AND OTHER DENTAL FACILITY/ACTIVITY RECORDS. RECORDS CONTAINED IN THIS SERIES ARE NOT TO BE CONFUSED WITH MEDICINE AND DENTISTRY RECORDS COVERED IN THE 6000-6999 SERIES (CHAPTER 6).

SSIC 11110MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS

1. PRIMARY PROGRAM RECORDS

1. ~~a. Commander, Naval Medical Command (COMNAVMEDCOM) Master Activity Project Records.~~ Files documenting the overall planning, programming, construction, maintenance, and management of Navy medical department facilities ashore. *Files maintained by Commander Naval Medical Command (COMNAVMEDCOM) only*

~~Permanent.~~ ^{Retire} Transfer to WNRC when 4 years old. ~~Destroy~~ Offer to NARA when ~~30~~ ²⁵ years old.

2. ~~b. COMNAVMEDCOM Command Activities Records~~
Files documenting the construction, maintenance and management of Navy Medical and Dental facilities. Records are maintained by Medical and Dental facilities.

^{Retire} Transfer to nearest PRC 4 years after completion of construction or ~~reference needs are met,~~ ~~whichever is earlier.~~ Destroy when ~~25~~ ¹⁰ years old.

3. ~~MEDICAL/DENTAL ACTIVITY SPACE PROGRAMS AND SPECIAL PROJECT RECORDS AT THE NATIONAL INSTITUTES OF HEALTH~~ ^{System}

This system identifies space, ~~and~~ equipment, construction standards, and design specification items required for various types of medical/dental facilities. In addition allowance list of equipment and supplies are maintained for planned and existing facilities. System supports COMNAVMEDCOM and is maintained at NIH.

~~Permanent.~~ ~~Transfer to~~ WNRC when ~~4~~ years old. ~~Offer to NARA when 6~~ years old. ~~Maintain back up tapes, if needed.~~

a. ~~Hard Copy Reprints~~ *Automated records including tapes, file layouts and systems documentation*

Retain on board. Destroy when updated or superseded, whichever is earlier.

b. Hard copy output prints - maintained by NAVMEDCOM units

Retain on board. ~~Destroy when cancelled or superseded~~ Retain on board. Destroy 90 days after updating, when cancelled or superseded.

c. Disc Pack Files

4. ~~SHORE STATION CONSTRUCTION RECORDS.~~ Files include correspondence, charts, messages, and related and supportive records.

a. ~~COMNAVMEDCOM Command Activities~~

~~Transfer to nearest PRC 4 years after completion~~

ADD A

SSIC 11120COMMUNICATIONS FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design, and construction of communication facilities.

Records are maintained by naval activity or sponsoring Systems Command.

Retire
~~Transfer~~ to nearest FAC 4 years after completion of construction or when no longer needed for reference, whichever is earlier. Destroy when 30 years old.

~~of construction or
reference needs are met,
whichever is earlier.
Destroy when 25 years
old.~~

b. COMNAVMECOM and COMNAVMECOM Command Activities' Special
Projects

~~Retain on board. Destroy
3 years after funding is
completed.~~

GENERAL CORRESPONDENCE FILES. General office correspondence and related non-record materials such as pictures, maps, etc., maintained by activity and by project at COMNAVMECOM and COMNAVMECOM command activities.

Destroy when 2 years old.

5. DESIGN CRITERIA RECORDS

a. Blueprints and Layouts. copies maintained by COMNAV MEDCOM and ^NMEDCOM activities. Exclude master drawings retired under SSIC 11012.

*Retire to nearest
Permanent. Offer to
NARA when 5 years old, destroy
within 5 years after
completion of project.
(GRS 22.1b) when 10 years old.*

b. Technical Reference Files. Records include brochures, catalogs, etc., pertaining to materials, systems, and equipment related to architectural planning and development.

Retain on board. Destroy when superseded or outdated, whichever is earlier. ~~(GRS 23.6)~~

SSIC 11120

COMMUNICATIONS STRUCTURES AND FACILITIES RECORDS

ADD A

SSIC 11130-11139

AVIATION STRUCTURES AND FACILITIES RECORDS

THE RECORDS IN THIS (11130-11139) SERIES ARE RELATED TO AVIATION RECORDS AND INCLUDE HANGARS; RUNWAYS; LIGHTING; CRASH, SALVAGE, AND RESCUE; AND SERVICE REPAIR RECORDS.

SSIC 11130

AVIATION FACILITIES RECORDS

correspondence, plans, data and design manuals, hand books, and guides relating to the development, design and construction of Aviation facilities. Records maintained by naval activities or Sponsoring Systems Command, SSIC 11140

~~Apply appropriate sub-item of par. 11100.~~
Destroy when 10 years old.

ORDNANCE FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design, and construction of ordnance facilities, including guided missile and ballistic ranges, wind tunnels, and other ballistic or aeroballistic facilities.

~~Apply appropriate sub-item of par. 11012.~~
Destroy when 10 years old.

~~SSIC 11143~~

~~GUIDED MISSILE ASSEMBLY AND TEST FACILITIES RECORDS~~

~~Apply appropriate sub-item of par. 11012.~~

SSIC 11150

RESEARCH AND DEVELOPMENT FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design, and construction of research and development facilities. *Records maintained by naval facilities or Sponsoring Systems Command.*

~~Apply appropriate sub-item of par. 11012.~~
Destroy when 10 years old.

SSIC 11151

HARBOR DEFENSE FACILITIES RECORDS

1. CORRESPONDENCE, PLANS, AND OTHER RECORDS. Files pertaining to the development, design, and construction of harbor defense facilities. *Records maintained by Port Directors, Base Commanders, or Area coordinators.*

Permanent. ^{Retire} ~~Transfer~~ to nearest FRC when 4 years old. ^{Transfer} ~~Offer~~ to NARA when disestablished or when 30 years old, ^{whichever} is earlier.

SSIC 11152

DRILL AND PARADE GROUNDS RECORDS

Records relating to construction of drill and parade grounds as well as other paved areas.

~~Apply appropriate sub-item of par. 11100.~~
Destroy when no longer needed.

SSIC 11153

MOORING AND NAVIGATION RECORDS

1. RECORDS CONSISTING OF CORRESPONDENCE, REPORTS, AND DRAWINGS. Files pertaining to fixed and fleet mooring and navigational criteria. *Records maintained by individual naval activities*

~~Apply appropriate sub-item of par. 11012.~~
Destroy when 10 years old.

SSIC 11154

OBSERVATORIES RECORDS

Records relating to the construction of naval observatories. Records are maintained at the activity level.

~~Apply appropriate sub-item of par. 11100.~~
Destroy when 10 years old.

ADD A

~~SSIC 11160~~STORAGE RECORDS

1. INVENTORY STORAGE SPACE REDESIGN SYSTEM This system supplies Naval Supply Systems Command and the office of the Assistant Secretary of Defense (Comptroller) with automated reports containing information on storage space requirements and space availability of Navy and Marine Corps air support shore 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 operators and user manuals.

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

SSIC 11155

^P
HYPERBARIC FACILITIES RECORDS

Records relating to the construction of water tanks, decompression chambers and other hyperbaric structures. Records are maintained at the activity level.

~~Apply appropriate sub-item of par. 11012.~~
Destroy when 10 years old.

SSIC 11160

STORAGE STRUCTURES AND FACILITIES RECORDS

ADD A →

2. Construction records for naval storage facilities that are maintained at the activity level.

~~Apply appropriate sub-item of par. 11012.~~

Destroy when 10 years old.

SSIC 11161

STOREHOUSES RECORDS

Inventories, load lists and similar documents relating to the utilization of naval storage facilities.

~~Apply appropriate sub-item of par. 11012.~~

Destroy when 2 years old.

SSIC 11162

FUEL STORAGE FACILITIES RECORDS

1. RECORDS WHICH ESTABLISH POLICY FOR CATHODIC PROTECTION OF LIQUID FUEL (POL) PIPELINES AND STORAGE FACILITIES AT NAVAL SHORE ACTIVITIES

~~Permanent.~~ Cut off annually at the end

of fiscal year. ~~Trans-~~ ^{Retire}
~~fer~~ to nearest FRC when
10 years old. ~~Offer to~~ Destroy
when ~~NARA~~ when 20 years old.

SSIC 11163

MAGAZINES RECORDS

Records relating to the construction of naval
magazines and other ammunition or explosive
handling or storage areas that are maintained
at the activity level.

~~Apply appropriate sub-~~
~~item of par. 11100.~~
Destroy when 10 years
old.

SSIC 11170

CEMETERIES RECORDS

1. RECORDS RELATED TO CEMETERIES. Files consisting of certifications of titles, deeds, site maps, or photographs; declaration of taking or condemnations; and other related papers.
2. BURIAL REGISTER FILES. Registers maintained by cemeteries containing information such as records of interments, reservations, etc that record section, plot, and grave numbers, dates of interment or reservation, and identifying information on the SSIC 11180 decedent.

Retain on board. Destroy
~~Apply appropriate sub-~~ when
~~item of par 110011.~~ facility is
disestablished.
Permanent. Retain on board
until facility is disestabe
lished, then Transfer
to NARA.

CHAPELS RECORDS

Records relating to the construction of
chapels. maintained by the activity

~~Apply appropriate sub-~~
~~item of par. 11010.~~
Destroy when 10 years
old.

SSIC 11200-11299

TRANSPORTATION FACILITIES, HEAVY EQUIPMENT, RECORDS

SSIC 11200

GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT, RECORDS

1. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES. Files pertaining to the performance of functions relating to the use, procurement, and maintenance of transportation facilities and equipment, including automotive vehicles and railroad equipment, and automotive, construction, and materials handling equipment. (Exclude primary program records covered in par. 11000.1.)

a. Construction Force Activities

Destroy when 2 years old.
(GRS 10.1)

b. All Other Activities

Retain on board. Destroy when ³/₃ years old.

2. OPERATIONS AND MAINTENANCE REPORTS SUBMITTED TO HIGHER AUTHORITY. Copies of reports relating to the utilization and performance of operation and maintenance functions for transportation equipment and construction and other heavy equipment and motor vehicles.

Destroy when ³/₂ years old.

3. LOCAL REPORTS AND RECORDS OF EQUIPMENT ALLOWANCES. Files for construction, firefighting, railroad, utility, weight-handling, and other equipment.

Retain on board. Destroy when 3 years old or superseded, whichever is later. (GRS 10.4)

4. ENGINEER EQUIPMENT (~~CASE~~) FOLDERS FOR ENGINE OR MOTOR DRIVEN ENGINEER EQUIPMENT. Files for wheeled, tracked, skid mounted, and engine or electric driven.

a. Equipment Record Folders and Related Engineer, Item, Age, and Cost Records

(1) Navy activities

Transfer folder with equipment
Retain on board. Destroy after disposition of equipment.

(2) Marine Corps activities

Retain on board. Forward cost record to Commandant of the Marine Corps when equipment is ordered to redistribution and disposal.

(3) Commandant of the Marine Corps

Destroy 3 years after receipt.

b. Unsatisfactory Equipment Report

(1) Equipment transfer before corrective action completed

Retain on board. Transfer report and equipment record folder with equipment.

(2) Equipment not transferred or transferred after corrective action completed

Retain on board. Destroy when 1 year old. (GRS 10.2b)

c. Operational Logs

when 3 months old.
Destroy ~~after completion of next quarterly preventive maintenance service.~~ (GRS 10.2a)

d. Work Requests, Job Orders, and Turn-in and Issue Slips.
Copies used to post to engineer, item, age, and cost record.

Retain on board. Destroy when material is received and cost data is recorded.

ADDA

~~SSIC 11200~~~~GENERAL TRANSPORTATION FACILITIES AND HEAVY EQUIPMENT RECORDS~~

10. BEST-TRANSPORTATION SYSTEM A transportation management system maintained by FACSO, Port Hueneme to support individual shore activities. The fuel automated data module provides fuel control, vehicle utilization tracking, and preventive maintenance scheduling. The operations segment of the system provides vehicle utilization information as well as operator man-hour usage.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

ADD B

11. TRANSPORTATION COST REPORTING SYSTEM The TCRPS provides maintenance and operations costs as well as utilization information on automotive, construction, fire-fighting, railway, freight handling, materials handling, and other transportation equipment owned by the Navy. Raw data are collected and processed annually for Navy activities with at least 50 units of applicable equipment.

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 operators and user manuals.

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

e. Work Sheets Pertaining to Maintenance of Equipment

Destroy when ^{equipment is} ~~1 year old.~~
(GRS 10.2b) removed from
inventory.

5. VEHICLE SPEED-TIME FACTOR ANALYSES, SUMMARIES, AND RELATED PAPERS

Destroy when 3 months
old or superseded, which-
ever is later.

6. LOCAL VEHICLE INVENTORY AND COST DATA REPORTS AND RELATED RECORDS.
Files maintained to provide operating, maintenance cost, and utiliza-
tion information to COMNAVFACECOM, Headquarters Marine Corps, or
other higher authority.

a. Inventories

Destroy when ² ~~1~~ years old.
(GRS ~~3-10a~~) (6 R 5 3.9a)

b. Cost and Utilization Reports

Destroy when 3 years old.

c. Other Related Records

Destroy when ³ ~~2~~ years old.

7. AUTOMOTIVE/CONSTRUCTION EQUIPMENT TECHNICAL CONTROL EAM CARDS

Retain on board. Destroy
when vehicle is trans-
ferred or sold.

8. PREVENTIVE MAINTENANCE (PM) FILES. PM service and inspection for
construction and allied equipment forms, railroad card forms, weight
lifting mechanical records, and gasoline and diesel engine records.

Destroy when ^{equipment is} ~~1 year~~ removed
~~old or 6 months after~~ from
inspection, whichever inventory,
is later. (GRS ~~10.2b~~)

9. TRANSPORTATION FACILITIES FILES. Activity transportation
analyses and related correspondence.

Retain on board. Destroy
when 2 years old. (GRS
10.1)

ADD A+B →

SSIC 11210

HIGHWAYS AND ROADS RECORDS

Records relating to design, construction, maintenance and upkeep of highways and roads. Records maintained by local activities

~~Apply~~
~~Apply pars. 11011, 11012, and 11013.~~

Destroy when 10 years old.

SSIC 11220

BRIDGES, TRESTLES, OVERPASSES RECORDS

1. RECORDS THAT ESTABLISH GEOMETRIC DESIGN CRITERIA FOR THE DESIGN OF BRIDGES, TRESTLES, AND OVERPASSES MAINTAINED BY COMNAVFACEGCOM

a. Files of Unique Design

Permanent. ^{Retire} ~~Transfer~~ to nearest FRC when 4 years old. ~~Offer~~ to NARA when 20 years old.

b. All Other Files

Retain on board for life of structure; then destroy.

SSIC 11230

RAILWAYS AND ROLLING STOCK RECORDS

1. CONSTRUCTION AND RAILROAD EQUIPMENT DISPATCH RECORDS. Construction and railroad equipment dispatch control cards and related records such as dispatchers' work sheets, conductors' records, and copies of records of shipments (railroad) received and other similar records.

a. Records of Construction Force Activities

Destroy when 3 months old.

b. Other Records

Destroy when 6 months old.

2. CORRESPONDENCE FILES ^{OF} ~~OR~~ ACTIVITIES AND OFFICES. Files relating to the assignment, procurement, and maintenance of railroad equipment.

~~Apply par. 11000.2.~~
Destroy when 5 years old.

SSIC 11240AUTOMOTIVE RECORDS

1. AUTOMOTIVE UTILIZATION, OPERATION, AND MAINTENANCE RECORDS. Correspondence and other records relating to the utilization, operation, and maintenance of automotive vehicles. Records include: automotive vehicle utilization summaries maintenance and running cost reports for automotive, materials handling equipment, and construction and allied equipment transportation maintenance--overhead analysis maintenance cost reports; materials handling equipment cost reports; daily vehicle trip and mileage reports; records pertaining to gasoline usage; credit cards; and other similar or related papers and correspondence.

a. Records Relating to Individual Vehicles

Destroy when 3 years old. (GRS 10.4)

b. Operating/Maintenance Cost and Utilization Reports of Marine Corps Commercial Vehicles

Destroy when 3 years old. (GRS 10.3)

2. U.S. GOVERNMENT CERTIFICATES OF RELEASE OF MOTOR VEHICLES

Retain on board. Destroy 4 years after disposition of vehicle. (GRS 10.6)

3. DISPATCH RECORDS

a. Requests for "Self Driven" Passenger Vehicles

(1) ^{Naval} Construction force activities

Destroy when 3 months old. (GRS 10.2a)

(2) All other activities

Destroy 6 months after return of vehicle or inspection of vehicle dispatch card, whichever is earlier. ~~(GRS 10.2a)~~

b. Dispatcher's Logs and Work Sheets. Dispatcher's logs and truck dispatcher's logs such as daily dispatching records of motor vehicles, assignment logs, work sheets, and other similar logs or control records.

(1) Navy activities

Destroy when 6 months old.

(2) Marine Corps activities

Destroy when 1 year old.

c. Operators' Inspection Guides and Trouble Reports. Vehicle and equipment operational records and other similar operational reports.

(1) Vehicle involved in an accident

Retain on board. Destroy when 1 year old. (GRS 10.2b)

(2) Vehicle not involved in an accident

Destroy when 3 months old. (GRS 10.2a)

d. Operators' Permits such as U.S. Government Operators Permits and Motor Vehicle Operators Permits

Destroy 3 years after permit expires or is renewed. (GRS 10.7)

e. Dispatcher's Copies of Shop Repair Orders

Destroy when 1 year old.

f. Other Daily Operating Reports for Individual Vehicles

Destroy when 3 months old. (GRS 10.2a)

4. DAILY GASOLINE REPORTS

Destroy when 3 months old or cost data is summarized and submitted in next cost and inventory report, whichever is later. (GRS 10.2a)

5. CORRESPONDENCE AND OTHER RECORDS RELATING TO ISSUING AND REVOKING OF DRIVERS PERMITS

Retain on board. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate government owned vehicle, whichever is earlier. (GRS 10.7)

6. LIMITED TECHNICAL INSPECTION REPORTS OF MOTOR VEHICLES

Retain on board. Destroy when superseded or vehicle is overhauled or reported as disposed of. (~~GRS 10.2b~~)

7. MOTOR VEHICLE STOCK ACCOUNT RECORD CARDS

a. Plant and Organic Account Records. Cards forwarded to Navy Department or to the Commandant of the Marine Corps when vehicle is modified or transferred from Navy or Marine Corps custody.

Retain on board. Destroy when vehicle is transferred from Navy or Marine Corps custody.

b. All Other Records

Retain on board. Destroy when card is superseded.

ADDA

~~SSIC 11240~~AUTOMOTIVE RECORDS

11. INVENTORY AND REGISTRATION (CASE/MIS) A transportation management system sponsored by CNO (OP-44) and maintained by FACSO, Port Hueneme. System provides accounting, budgetary, and management information concerning acquisition, movement, assignment, and disposition of automotive, construction, and specialized equipment held by all Navy 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 operators and user manuals.

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

8. MOTOR VEHICLE ACCIDENT REPORTS. Transportation office's copies of reports together with copies of pertinent investigating officer's reports and other supporting papers. (NOTE: When accident results in death or injury to persons or privately owned property, special care should be taken to ensure that all pertinent records are reserved for forwarding to the legal office and the Judge Advocate General, as required.)

Retain on board. Destroy 6 years after case is closed. (GRS 10.5)

9. MOTOR VEHICLE RECORD FOLDERS FOR MARINE CORPS COMMERCIAL VEHICLES. Preventive maintenance schedule and record and vehicle maintenance and cost report summary records of loans of motor vehicles.

Retain on board. Destroy 1 year after disposition or 1 year after vehicle is removed from property account, whichever is earlier. (GRS 10.2b)

10. OPERATING/MAINTENANCE COST AND UTILIZATION REPORTS. Files pertaining to Marine Corps commercial vehicles.

Destroy when 1 year old. (GRS 10.2b)

ADDA →

SSIC 11250

BOAT OR WATER TRANSPORTATION RECORDS

1. GENERAL CORRESPONDENCE FILES. *schedules, reports, load lists and similar records maintained by local activities operating regularly scheduled boat transportation services.*

Destroy when 3 years old.

SSIC 11260-11269

HEAVY EQUIPMENT RECORDS

THE RECORDS IN THIS (11260-11269) SERIES ARE RELATED TO HEAVY EQUIPMENT RECORDS AND INCLUDE CONSTRUCTION-TYPE AND HEAVY WEIGHT LIFTING RECORDS.

HEAVY EQUIPMENT RECORDSSSIC 11260

1. OPERATION AND MAINTENANCE FILES

~~Apply appropriate sub-~~
~~item of par. 11200.2.~~
Destroy when 3 years
old.

SSIC 11261CONSTRUCTION-TYPE HEAVY EQUIPMENT

1. Initial registration documents and maintenance hand books.

Destroy when 7
years old.

SSIC 11262HEAVY WEIGHT LIFTING EQUIPMENT

1. Initial registration documents, maintenance hand books, and alteration/modification files.

Destroy when 7
years old.

SSIC 11270ENGINEER SUPPLIES AND CONSTRUCTION EQUIPMENT RECORDS

1. INVENTORY LISTS OF ENGINEERING SUPPLIES AND CONSTRUCTION EQUIPMENT AND STOCK STATUS

a. Serial Numbers

Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification or 2 years after equipment is removed from activity control. (~~GRS 3.10b~~) (GRS 3.9b)

b. All Other Files

Retain on board. Destroy when 2 years old. (~~GRS 10.3a~~) (GRS 3.9c)

SSIC 11300-11399UTILITIES AND SERVICES RECORDSSSIC 11300GENERAL UTILITIES AND SERVICES RECORDS

1. GENERAL CORRESPONDENCE FILES OF PUBLIC WORKS ACTIVITIES. Records documenting the accomplishment of their assigned responsibilities for the development, maintenance, and administration of

~~Retain on board.~~ Destroy when 5 years old.

ADDA

SSIC 11300UTILITIES AND SERVICES GENERAL RECORDS

5. PUBLIC WORKS M.I.S. -EMERGENCY SERVICE System provides an automated means for managing emergency/service (E/S) work and to identify the magnitude of E/S work in terms of manpower requirements, craft, and responsible time required to provide E/S support. The system identifies equipment and/or facilities requiring excessive amounts of E/S support.

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 operators and user manuals.

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

ADD B

6. UTILITIES PROCUREMENT ANALYSIS System inventories the utility procurement of the Navy Shore Establishment and provides a review and audit capability. System complements the official record of actions under utility contracts, which is kept in accordance with DAR 1-308.

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 operators and user manuals.

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

ADD C

7. COMPUTER-ASSISTED UTILITY SYSTEM A system used by Engineering Field Division Utilities Engineers to plan utilities systems for new construction and major modifications to existing structures. The system analyzes the operation and efficiency of power distribution and generating systems, evaluates the operational energy requirements for existing buildings, and analyzes natural gas, compressed air, steam, and water distribution systems.

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 operators and user manuals.

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

ADD D

8. BEST-MAINTENANCE AND UTILITIES SYSTEM A utility plant management system which provides information on the performance and conditions of the utility system as well as the effectiveness of service utilization and operation efficiency. A history file is maintained to provide information on the extent to which a utility service has been utilized.

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 operators and user manuals.

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

ADDE

9. MASTER ACTIVITY GENERAL INFORMATION CONTROL (MAGIC) SYSTEM

The MAGIC system provides a single data base of information on Navy and Marine Corps shore activities and units of the operating forces that require logistics support from shore activities. Activity related information and requirements are in a standard format and verified for accuracy through a rigorous quality control program.

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 operators and user manuals.

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

ADD F

~~SSIC 11300~~

10. DEFICIENCY ABATEMENT PROJECTS MANAGEMENT INFORMATION SYSTEM describes facility deficiencies and contains recommended corrective measures to eliminate them. Management personnel use this system to assess risks associated with each deficiency and to assign priorities to each project. System is maintained at FACSO, Port Hueneme and supports NEESA and the EFD's.

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 operators and user manuals.

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

ADD G

11. ~~12~~. MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE) PROGRAM RECORDS
Correspondence, studies, reports, equipment inventories,
maintenance, repair and overhaul records, schedules and
similar records relating to the providing temporary
utilities support to naval activities in the form of
generators, electrical substations, and steam plants.

a. Records maintained by OP-44 and NEESA

Destroy when 5 years old

b. Records maintained by other activities

Destroy when 1 year old

utilities and services. Include records of essential transactions and summary records of the activity's utility programs. (See also pars. 11000.1 and 11000.2.)

2. RECORDS RELATING TO THE ROUTINE INTERNAL OPERATION OF UTILITIES SERVICES AT NAVAL ACTIVITIES

Destroy when 2 years old.

3. SPECIAL CONSOLIDATED UTILITY COST REPORTS. Copies accumulated by public works activities or offices. (See Chapter 7 for other cost accounting records.)

Retain on board. Destroy when 3 years old. ~~(GRS 8.7b)~~ (GRS 8.6b)

4. SANITATION RECORDS. Correspondence, reports, and other records pertaining to sanitation matters.

a. Records of Public Works and Other Activities. Files documenting the development and accomplishment of their program responsibilities for sanitation matters within the area or command. Include correspondence with local or federal health departments, U.S. Geological Survey, and others concerned with sanitation problems within the area.

Retain on board. Destroy when 5 years old.

b. Sanitation Reports

Destroy when 3 years old.

c. Other Files

Destroy when 2 years old.

ADD A thru E →

ADD F & G →

SSIC 11310

POWER PLANT RECORDS

1. BOILER INSPECTION CERTIFICATES AND TEST REPORTS. Boiler inspection certificates, summary boiler inspection reports, reports of boiler water check samples, boiler water test and treatment records, and boiler reports. (Exclude boiler survey reports covered in par. 11310.2.)

Destroy when 2 years old.

ADDA

~~SSIC 14340~~POWER RECORDS

4. SHIP-TO-SHORE POWER OUTAGE SYSTEM Input data on shore supplied electric power outages to nuclear ships over time at various port facilities is used to provide reports to NAVSEA, and Fleet and Force Commanders relating to trends and patterns of ship-to-shore power failures, shipboard power problems, and to correlate similar problems at different locations. The system is managed by the Naval Energy and Environmental Support Activity, Port Hueneme and maintained at FACSO.

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 operators and user manuals.

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

2. BOILER SURVEY REPORTS. Reports relating to boiler feedwater conditioning showing design data for boilers and related equipment.

Retain on board. Destroy when superseded.

3. TREATMENT RECORDS FOR BOILER WATER. Records of check analyses by Bureau of Mines and public works offices including comments and recommendations concerning the operation of boiler water treatment facilities at activities and other related data.

Destroy when 2 years old.

ADD A →

SSIC 11320

FIRE PROTECTION AND FIRE FIGHTING RECORDS

THESE RECORDS ARE MAINTAINED BY BUREAUS, COMMANDS, ACTIVITIES, AND OFFICES THAT CREATE OR ACCUMULATE FIRE PROTECTION AND FIRE FIGHTING RECORDS

1. PRIMARY PROGRAM RECORDS OF THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS. ~~General~~ Correspondence files and other records relating to the development and execution of Navy's fire protection plans, policies, programs, and procedures.

Permanent. ^{Retire} ~~Transfer~~ to WNRC when 4 years old. ^{Transfer} ~~Offer~~ to NARA when 20 years old.

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Correspondence, reports, and other records of commands, activities, and offices. (Exclude primary program records covered in ~~par.~~ 11320.1.)
SSIC

a. Files that Document the Development, Execution, and Accomplishment of Significant Transactions or Projects and of Plans, Policies, and Programs

~~Retain on board.~~ Destroy when 5 years old.

b. Files Relating to the Routine Internal Operation and Administration of the Activity or Office. Files include copies of periodic reports submitted to higher authority and not specifically authorized for other disposal in this ~~series.~~ ^{Section.}

Destroy when 2 years old.

3. BUILDING AND VESSEL (CASE) FILES. Jackets containing records relating to a particular building or vessel such as copies of inspection reports, drawings, correspondence, and other papers regarding the condition of the building or vessel, etc. Retain on board. Destroy when 5 years old or after building or vessel is surveyed, demolished, or scrapped, whichever is earlier.
4. DRAWINGS SHOWING WATER DISTRIBUTION, SUPPLY SYSTEMS, TEST LOCATIONS, RECOMMENDED ADDITIONS, FIRE ALARM CIRCUITS, BOXES, AND CODE NUMBERS AND GENERAL AND TECHNICAL INFORMATION REGARDING FIRE PROTECTION Retain on board. Destroy when superseded by more current data or structure or facility is demolished, whichever is earlier.
5. BUILDING RECORDS CARDS. Summary records of building fire inspections and of deficiencies uncovered. Retain on board. Destroy when superseded by new card.
6. DAILY LOG RECORDS OF OPERATIONS. Files showing personnel assignments, drills, inspections, alarms, and responses. Destroy when 3 years old.
7. FIRE REPORTS. Copies of incoming fire reports with accompanying fire prevention EAM transmittal sheets. Destroy when 3 years old.
(~~GRS 18.10~~)
8. REPORTS OF FIRE PROTECTION AND RESURVEYS Retain on board. Destroy when 3 years old.
(~~GRS 18.10~~) (GRS 18.9)
9. REPORTS OF FIRE INVESTIGATIONS Destroy when 2 years old.
(~~GRS 18.12~~) (GRS 18.11)
10. FIRE PROTECTION AND FIRE FIGHTING TRAINING REPORTS. Reports, correspondence, and related papers regarding the operation and administration of programs. Include correspondence and other papers pertaining to student training classes, demonstration and training materials, issuance of training certificates, and other similar or related matters. Destroy when 5 years old.
(~~GRS 1.30b(1)~~)
(GRS 1.29a(1))

ADDA

~~SSIC 11320~~~~FIRE PROTECTION AND FIRE FIGHTING RECORDS~~

21. FIRE MANAGEMENT INFORMATION SYSTEM The FIREMIS system tracks manhours expended by the fire division, number of fire-related exercises, i.e. training drills, classroom training, emergency fire runs, fire drills, and fire losses. It combines all this information into a monthly status report. System will also produce statistics related to type of emergency, fire runs and number of arrested landings for a particular runway or a particular type of aircraft. System is maintained by Naval Air Stations on micro computers.

- | | |
|---|---|
| a. <u>Discs or other file maintenance media.</u> | Retain on board. Destroy when no longer required. |
| b. <u>Input data</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

ADD B

22. BUILDING INFORMATION SYSTEM A fire safety system usually maintained on micro computer by shore activities. The system retains information relating to building specifications for all buildings and structures on the station. System produces reports of those buildings scheduled for inspection on a selected date. Reports can be produced of hazardous materials stored in a particular building or potentially hazardous areas. The system keeps track of the number and location of fire extinguishers. A report of pertinent fire information, such as location of main gas shut-off, main electric switch, etc., can be readily produced.

a. Discs or other file maintenance media.

Retain on board. Destroy when no longer required.

b. Input data

Retain on board. Destroy when no longer required.

c. Output data and reports

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

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

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

11. FIRE ALARM RECORDS. Files include fire alarm ledgers, voice recordings of conversations between switchboard operators at fire alarm headquarters and callers, and punched tape records of alarms and times of signals. Destroy when 1 year old.
12. REPORTS OF STANDBY OPERATIONS DURING HAZARDOUS WORK Destroy when 1 year old.
13. FIRE HOSE RECORD CARDS. Cards or other similar records reflecting the age and serial number of each piece of hose and the results of periodic tests. Retain on board. Destroy when hose is removed from service.
14. HYDRANT AND AUTOMATIC SPRINKLER SYSTEM INSPECTION REPORTS Destroy when 1 year old.
15. FIRE APPARATUS INSPECTION RECORDS. Card summaries reflecting periodic inspections of fire department vehicles. Retain on board. Destroy when card is filled.
16. HOT WORK PERMITS. Copies of permits to perform work involving heat applications (welding, cutting, burning, etc.). Destroy when 1 year old.
17. SUMMARY RECORD OF TRAINING CLASS ATTENDANCE AND OF TRAINING CERTIFICATES ISSUED Retain on board. Destroy when 5 years old.
18. LEDGER RECORDS OF FIRE FIGHTING AND PROTECTIVE CLOTHING ISSUES (BOOTS, HELMETS, COATS, ETC.) TO FIRE DEPARTMENT PERSONNEL Retain on board. Destroy when 5 years old.
19. CUSTODY RECEIPTS FOR FIRE FIGHTING CLOTHING ISSUES Retain on board. Destroy when clothing is returned.
20. EQUIPMENT INVENTORIES. Stock cards or other records of materials and equipment on hand in fire department shops. Retain on board. Destroy 2 years after superseded or reconciled with current inventory, whichever is earlier. (GRS 3.10b)

ADD A&B →

ADD A

~~SSIC 14330~~~~WATER SUPPLY RECORDS~~

4. NAVY ACCIDENTAL OIL SPILL REPORTING SYSTEM Source documents for the system are messages issued by ships, aircraft, and shore installations at the time of an accidental oil spill. Messages are sent to Naval Energy and Environmental Support Activity where information is entered into the data base. Updates are entered monthly. Two annual reports are produced by the system: one report addresses the size, type, and location of the spills for the proceeding calendar year and the other provides a detailed study of the causes of the spills.

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 operators and user manuals.

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

ADDB

~~SSIC 11345~~~~SEWERS AND SEWERAGE RECORDS~~

2. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM This data system provides for the central storage and processing of Navy water quality data transactions. Provides Navy and Marine Corps activity users with an effective means for evaluating water quality problems. the data system contains information on wastewater discharges permitted by state and federal regulatory agencies. Water quality data include permit requirements for sampling and analysis and the status of compliance by various naval activities. System is maintained at Naval Energy and Environmental Support Activity Headquarters, Port Hueneme and supports NEESA and the Engineering Field Divisions of NAVFAC.

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 operators and user manuals.

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

SSIC 11330

WATER SUPPLY RECORDS

1. RECORDS RELATING TO THE DEVELOPMENT AND IMPLEMENTATION OF RULES FOR EFFECTING ENVIRONMENTAL LEGISLATION. These files consist of the development of policy regulations concerning water supply planning, health criteria, national register of public water supply, and training and technical assistance in the water supply field.

Permanent. ^{Retire} ~~Transfer~~ to nearest FRC when 4 years old. ^{Transfer} ~~Offer~~ to NARA when 20 years old.

2. REGULATIONS, STANDARDS, AND GUIDELINES

Retain on board. Destroy when superseded.

3. OTHER RECORDS. Files documenting routine internal operation and administration of environmental quality.

Destroy when 2 years old.

ADD A →

SSIC 11340

DRAINAGE RECORDS

1. REPORTS COVERING SEWER AND PLANT CONTRACT AWARDS FOR CONSTRUCTION ON NEW PLANTS, INTERCEPTORS, OUTPUTS, ETC. Include data maintained on drainage basin population, state, etc.

Permanent. ^{Retire} ~~Transfer~~ to nearest FRC when 4 years old. ^{Destroy} ~~Offer~~ to NARA when 20 years old.

2. INFORMATION COPIES

Retain on board. Destroy when 3 years old.

SSIC 11345

SEWERS AND SEWERAGE RECORDS

1. Reports and other records relating to construction, maintenance, and operation of sewerage systems

~~Apply par. 11340.~~ ^{SSIC} Retire to nearest FRC when 3 years old. Destroy when 15 years old.

ADD B →

SSIC 11350REFUSE COLLECTION AND DISPOSAL RECORDS

1. Internal operating Records. Schedules, operating procedures, equipment procurement and maintenance records and similar records necessary for operation of refuse collection services.

~~Apply par. 11330.~~

Destroy when
2 years old.

SSIC 11360LIGHTING RECORDS

1. FILES THAT DOCUMENT THE OVERALL OPERATION OF THE ACTIVITY OR OFFICE AND THE ACCOMPLISHMENT OF ITS ASSIGNED PUBLIC WORKS MISSION
2. ROUTINE INTERNAL ADMINISTRATION FILES

~~Retain on board.~~ Destroy
when 5 years old.

Destroy when 2 years old
or when no longer needed
for reference.

SSIC 11370HEATING RECORDS

1. Files that document the overall operation of heating plants as part of an assigned public works mission
2. Routine internal administration files

~~Apply par. 11360.~~

Destroy when 5 years
old.

Destroy when 2 years
old.

SSIC 11380

REFRIGERATION AND AIR CONDITIONING RECORDS

1. Files documenting the overall operation of refrigeration and air conditioning plants as part of an assigned public works mission. Exclude maintenance and repair SSIC 11390 records filed under SSIC 10200.

Apply pars. ~~10200~~ and ~~11360~~.
Destroy when 5 years old.

CABLE TELEVISION FRANCHISE MANAGEMENT. These consist of bids, successful and unsuccessful and purchase documents (contracts, orders, leases, annual or other purchase requisitions or request); related correspondence and other pertinent documentation.

a. Case Files Relating to Transactions of \$2500 or Less

Retain on board. Destroy 3 years after completion of action.

b. Case Files Relating to Transactions of more than \$2500

Retain on board. Destroy 6 years after completion of action. Transfer to FRC when 1 year old or when no longer needed for reference purposes.

SSIC 11400-11499

FLEET FACILITIES RECORDS

SSIC 11400

GENERAL FLEET FACILITIES RECORDS

1. THAT PORTION OF THE FILES THAT DOCUMENT THE OVERALL DEVELOPMENT AND ACCOMPLISHMENT OF THE ACTIVITY'S PRIMARY MISSION, ITS ORGANIZATION, GENERAL PROCEDURES, ESSENTIAL TRANSACTIONS AND IMPORTANT LOCAL POLICIES AND PROCEDURES/DECISIONS

All other Navy and Marine Corps Shore activities
b. ~~Naval Air Stations, Auxiliary Air Stations, and Air Facilities Within the Continental U.S. (CONUS)~~

cb. ~~Other Naval Stations, and Facilities~~ *Naval Bases, Naval operating Bases, Naval Air Stations, Marine Corps Bases, Marine Corps Air Stations, and Construction Battalion Centers,*

~~Retain on board.~~ Destroy when 6 years old.

Permanent. ^{RETIRE} Transfer to nearest ERC when 4 years old. ^{TRANSFER} Offer to NARA when 20 years old.

2. REMAINING PORTION OF ACTIVITY'S GENERAL CORRESPONDENCE. Records including reports and papers pertaining to the internal operation and administration of the station or facility.

a. Navy Destroy when 2 years old.

b. Marine Corps

(1) Standard reports of operations and activities submitted to the Commandant of the Marine Corps that are no longer essential for the performance of the activity's missions Destroy when 2 years old.

(2) Upon disestablishment for Fleet Marine Force Activities Outside CONUS Destroy when 2 years old.

(3) All other related records Destroy when 2 years old.

SSIC 11410

WATERFRONT RECORDS

ADD A

~~SSIC 11410~~~~WATERFRONT RECORDS~~

2. WATERFRONT MANAGEMENT INFORMATION SYSTEM System provides pertinent information to assist waterfront personnel in making ship berthing assignments. System maintains the status of all ships currently berthed or scheduled to be berthed. A statistical subsystem maintains data related to harbor tugs, support craft, pusher boats, daily port operations, homeport gains and losses, oil spills, waste oil, etc. Monthly, quarterly, and yearly statistical reports are produced.

a. Discs or other file maintenance media.

Retain on board. Destroy when no longer required.

b. Input data

Retain on board. Destroy when no longer required.

c. Output data and reports

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

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

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

1. CORRESPONDENCE FILES, REPORTS, AND RELATED RECORDS. Files per-
taining to engineering and design of waterfront structures and
moorings. Records maintained by activities. Exclude records
ADD A → for Drydocks, ~~marine~~ marine railways and shipways.
SSIC 11420

Retain on board. Destroy
when 5 years old.

DRYDOCK RECORDS

1. CORRESPONDENCE FILES, REPORTS, DRAWINGS, AND RELATED RECORDS.
Files pertaining to the engineering, design, and maintenance of dry-
docks.

~~Permanent. Transfer to
nearest FRC when 5 years
old. Offer to NARA when
20 years old. (GRS 22.1)~~
Retire

a. Original "As-Built" Drawings

*Permanent Retire to
nearest FRC when 5 years
old. Transfer to NARA when
20 years old.*

b. *Design drawings, reports, construction files,
routine test and inspection reports, and
general maintenance records.*

*Destroy when 5 years
old.*

SSIC 11430

MARINE RAILWAYS RECORDS

1. CORRESPONDENCE, REPORTS, DRAWINGS, AND RELATED RECORDS. Files
pertaining to the engineering, design, and maintenance of marine
railways.

~~Permanent. Transfer to
nearest FRC when 5 years
old. Offer to NARA when
20 years old. (GRS 22.1)~~

a. Original "As-Built" Drawings

Permanent. Retire to nearest FRC when 5 years old. transfer to NARA when 20 years old.

b. Design drawings, reports, construction files, routine test and inspection reports, and general maintenance records.

Destroy when 5 years old.

SSIC 11440

SHIPWAYS RECORDS

1. CORRESPONDENCE, REPORTS, DRAWINGS, AND RELATED RECORDS. Files pertaining to the engineering, design, and ^{construction} maintenance of shipways, ~~such as canals.~~

~~Permanent. Transfer to nearest FRC when 5 years old. Offer to NARA when 20 years old. (GRS 22.1)~~

~~a. Original "As-Built" Drawings~~

Retain on board. Destroy when 5 years old or when ~~structure~~ shipway is dismantled whichever is sooner.

~~b.~~

SSIC 11450

WEIGHT HANDLING RECORDS

1. INSPECTION SHEETS FOR WEIGHT HANDLING EQUIPMENT AND UNFIRED PRESSURE VESSELS. Files include control sheets for inspection summaries.

Retire
~~Transfer~~ to nearest FRC
when 3 years old.
Destroy when 6 years old.

2. GENERAL CORRESPONDENCE FILES AND RELATED REPORTS FOR CRANES

~~Retain on board.~~ Destroy
when 5 years old.

SSIC 11460

DREDGING RECORDS

1. CORRESPONDENCE FILES, REPORTS, AND RELATED PAPERS FOR VARIOUS DREDGING SITES

~~Retain on board.~~ Destroy
when 5 years old.

SSIC 11470

PONTOONS RECORDS

1. CORRESPONDENCE FILES, REPORTS, AND RELATED PAPERS,
*Exclude design and construction records filed
under SSIC's 11012 and 11013.*

~~Retain on board.~~ Destroy
when 5 years old.

~~SSIC 11480~~

~~SHIPBUILDING/REPAIR SHOPS RECORDS~~