



SSIC 3140-3148GEOPHYSICAL, OCEANOGRAPHIC, HYDROGRAPHIC, OR MC&G SUPPORT RECORDS

RECORDS IN THIS SERIES (3140-3148) RELATE TO ALL PHASES OF OCEANOGRAPHIC; METEOROLOGICAL; HYDROGRAPHIC; OR MAPPING, CHARTING, AND GEODETIC (MC&G) FUNCTIONS. THESE RECORDS ARE ACCUMULATED BY FIELD ACTIVITIES AND BY DEPARTMENTAL HEAD-QUARTERS, MAJOR COMMANDS AND OFFICES THAT FORMULATE OR PER-SCRIBE POLICIES AND/OR PROCEDURES AND BY THE NAVAL OCEANOGRAPHY COMMAND.

SSIC 3140NAVAL OCEANOGRAPHY PROGRAM RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence and other records of the Office of the Chief of Naval Operations (OPNAV); Commander Naval Oceanography Command, and the following third echelon commands: Naval Oceanographic Office, Naval Western Oceanography Center, Naval Eastern Oceanography Center, Fleet Numerical Oceanography Center, Naval Polar Oceanography Center, and Naval Oceanography Command Facility that document primary mission responsibilities for the development and execution of procedures pertaining to oceanography, meteorology, hydrographic, or MC&G related operations, and to the overall performance of these operations. Included are the records and files of Navy offices having liaison with Interdepartmental International, and treaty organizations consisting of reports, minutes, adgendas and supporting papers.

- a. Commands converting data to microform:  
(1.) Original documents.

Destroy after verification that microform meets perscribed quality standards and that the microform is an adequate substitute for the original documents.

(2.) One silver halide microform set and one diazo or vesicular copy.

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

(3.) Other microform copies.

Destroy when no longer required for reference.

b. Commands not converting data to microform:

(1.) Original documents.

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

## 2. GENERAL RECORDS.

a. Files of 4th echelon and subordinate oceanography commands. Files and records documenting the organization of the command; accomplishment of plans studies and projects; and essential transactions of the command.

Retain on board.  
Destroy when 2 years old.

b. Files of Commander Naval Oceanography Command (CNOG) and subordinate 3rd echelon commands that document routine internal activities.

Retain on board.  
Destroy when 2 years old.

3. WEATHER PHENOMENA RECORDS. Files documenting the history of and research into hurricanes, typhoons, or other storms, ice formulations, meteorological and other weather or related phenomena; records related to meteorological equipment and materials research. Consists of reports, research data, photographs, and other supporting papers.

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

SSIC 3141

OBSERVATIONS/MEASUREMENTS RECORDS

## 1. WEATHER OBSERVATIONS

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| a. Monthly observations. Routine observations from Naval units.  | Transfer monthly to Naval Oceanography Command Detachment (NOCD), Asheville, NC for periodic transfer to the National Climatic Center. |
| b. Monthly observations from units attached to special missions or expeditions.  | Retain on board for three months then transfer to NOCD, Asheville, NC for periodic transfer to the National Climatic Center            |
| c. Reconnaissance observations and other observations not covered by specific directives.  | Retain on board for one year then transfer to NOCD, Asheville, NC  |
| d. Duplicate copies of observations.   | Destroy when no longer required for reference.   |
| e. Worldwide unclassified weather observations received in electronic form by Fleet Numerical Oceanography Center (FNOC) from WMO and other national and international sources. Included is some satellite data. | Transfer monthly to NOCD, Asheville, NC for periodic transfer to the National Climatic Data Center (NCDC)                              |
| f. NATO and Department of the Navy Security classified weather observations.   | Retain on board FNOC until declassified then transfer to NOCD, Asheville for periodic transfer to NCDC.                                |
| g. Satellite observations consisting of:   |  |
| (1.) Microwave Imagery (SSMI)  | Transfer to National Environmental Satellite Data Information Systems  |

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|  | (NESDIS)-a component of NOAA.   |
| (2.) NROSS satellite data from all sensors and Initial Mission Data.   | NAVOCEANO retain on board, Destroy when no longer required for reference use. |
| (3.) GEOSAT extended mission data (altimetry) and visual infrared (IR) data from all satellites.   | Destroy when no longer required for reference use.                            |
| (4.) Shared processing data received from Television Infrared Observation Satellite (TIROS), Geostationary Meteorological Satellite (GOES), Advanced Very High Resolution Radiometer (AVHRR), and MCSST. | Destroy when no longer required for current operational use.                  |

2.OCEAN SURVEY RECORDS. including all intermediate survey data generated in deep sea bathymetric surveys.

a. Hydrographic Survey Records.

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| (1.) Silver halide microform copies of Real Time System (RTS) logs, sounding journals, sonar tracer and data sheets, Senior Naval Oceanographic Office Scientist (SNS) Reports, and hydrographic survey smooth sheets. | Permanent. Transfer to nearest FRC when 4 years old, transfer to NARA when 30 years old. |
| (2.) Final charts produced from survey.  | Permanent. Transfer to nearest FRC when 4 years old, transfer to NARA when 30 years old. |
| (3.) Paper originals of RTS logs, sounding journals, sonar tracer and data sheets, SNS Reports, and hydrographic survey  | Destroy after microform has been verified.   |

smooth sheets.

(4.) Senior Naval Oceanographic Office Representative (SNR) reports.

Retain on board,  
Destroy after 2 years.

b. Geodetic Records.

(1.) Microform copies of gravimetric, geomagnetic, satellite altimetry compilations and reports.

Retain on board.  
Destroy when no longer required.

(2.) Paper copies of geodetic compilations and reports.

Destroy after verification of microform.

c. Mapping, Charting, and Geodetic (MC&G) Records.

(1.) Field survey documents and data which are cartographic and geodetic in nature and final products derived therefrom.

Transfer original data to Defense Mapping Agency (DMA). Transfer copy to nearest FRC when 2 years old, destroy when 6 years old.

3. DEEP OCEAN BATHYMETRY RECORDS.

a. Intermediate ASW shipboard records and other bathymetric records such as logs, typeouts, track or boat sheets, and other similar items used to compile the final survey sheets.

Retain on board, destroy when no longer needed for survey or compilation check.

b. Final survey sheets (charts), shipboard or office revision, maintained by Naval Oceanographic Office.

Permanent. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.

c. Echograms.

(1.) From vital ocean area as designated by  
Commander Space and Naval Warfare Systems  
Command and OP 951.

(a.) Microform copy

Retain on board until no  
no longer required for  
for reference then  
destroy.

(b.) Original data

Destroy after verifica-  
tion of microform.

(2.) From non-vital ocean areas

Retain on board,  
destroy when no longer  
required.

d. Survey and project background records, survey  
information folders, classification histories,  
and specifications.

Permanent. Retain on  
board, Transfer to NARA  
when 50 years old, pend-  
Navy review to determine  
if continued agency  
retention is required.

e. Transmittals and letters concerning transmission  
of data within authorized project working groups,  
sponsor, and sponsor's contractor.

Transfer to nearest FRC  
when 2 years old, destroy  
when 4 years old.

f. Transmittals and letters concerning transmission  
of data outside standard project groups, including  
message or letter authorizations for transfer.

Retain on board,  
destroy when no longer  
required.

4. OCEAN MEASUREMENTS RECORDS.

a. General Records. Reference material such as des-  
criptions of marine environment and study of the  
oceans and related science, biological, chemical,  
dynamic, physical, acoustic, shore and near shore

Retain on board  
destroy when no longer  
required for reference  
use.

processes, ocean bottom processes, underwater sound and tabulations of sea and current data; charts containing oceanography illustrations to be incorporated in hydrographic project programs.

- b. GEOLOGY AND GEOPHYSICS RECORDS. Intermediate marine geology and geophysics survey data used in chart and publication preparation and models of ocean bottom and subbottom. Retain on board, destroy when no longer required for reference use.
- c. GRAVITY RECORDS. Survey records from the field, high and low frequency records, satellite records, quality control records, and survey design and production records. Retain on board, destroy when no longer required for reference use.
- d. MAGNETIC RECORDS. Airborne and marine survey documents such as, magnetic tapes, navigational logs, data tapes, charts, plots, microform analog records, and chart products. Transfer to DOD Geomagnetic Library, NSTL, MS.
- e. BATHYTHERMOGRAPH (XBT) RECORDER STRIP CHARTS.
- (1.) Declassified XBT Recorder Strip Charts maintained by FNOC. Transfer to nearest FRC when 2 years old. Destroy when 30 years old.
- (2.) XBT Recorder Strip Charts that cannot be declassified. Retain on board FNOC. Destroy when 30 years old.
- (3.) Digitized information extracted from XBT Recorder Strip Charts. Retain on board FNOC. Destroy when no longer required for reference use.

f. BATHYTHERMOGRAPH (XBT) MESSAGE DATA.

FNOC transfer on a regular basis to NAVOCEANO for inclusion in Master Oceanographic Observational Data Set (MOODS)

SSIC 3142

DATA COLLECTION RECORDS

1. Correspondence reports, and other papers documenting the make-up, revisions, and use of codes or formats in collecting and transmitting geophysics information. Retain on board. Destroy when 2 years old.

SSIC 3143

DATA ANALYSIS RECORDS.1. WEATHER ANALYSIS

- a. Maps and charts (or tape records thereof) maintained by Naval Oceanography Centers; exclude weather analysis records maintained by Fleet Numerical Oceanography Center, Monterey, CA. Retain on board, destroy when 2 years old.
- b. Microform weather/oceanographic maps and charts and numerical analysis data maintained by Fleet Numerical Oceanography Center, Monterey. Retain on board, destroy when no longer required for reference use.
- c. Weather maps and charts maintained by other activities. Destroy when no longer required.

SSIC 3144DATA PREDICTION RECORDS.1. WEATHER MAPS AND CHARTS.

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| a. Originated by Navy Oceanography Centers. | Retain on board.<br>Destroy after 2 years. |
| b. Originated by other activities.          | Destroy when no longer<br>required.        |
| c. Facsimile maps and charts.               | Destroy after 30 days.                     |

SSIC 3145-3148DATA AND INFORMATION PRODUCTS

RELATED RECORDS UNDER SSIC 3146 - DATA/INFORMATION DISSEMINATION, SSIC 3147 - DATA/INFORMATION QUALITY ASSURANCE, AND SSIC 3148 - DATA/INFORMATION ARCHIVING SHOULD BE RETIRED TO FRC UNDER SSIC 3145.

SSIC 3145INFORMATION PRODUCTS

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| 1. <u>WEATHER FORECASTS, ADVISORIES</u> and other operational support products. | Destroy when 1 year old   |
| 2. <u>CLIMATOLOGICAL INFORMATION</u> excluding publications.                    |   |
| a. Original studies of an area.   | Retain on board for 1<br>year then transfer to<br>NOCD, Asheville, NC for<br>periodic transfer to |

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|  | NCDC.  |
| b. Optimim Track Ship Routing (OTSR) messages when ship has sustained weather damage on the transit. | Transfer to nearest FRC after 1 year. Destroy when 10 years old. |
| c. Optimim Track Ship Routing (OTSR) messages when no weather damage to ship occurred.               | Retain on board. Destroy when one year old.                      |
| d. Climatological studies compiled from published sources.   | Destroy when no longer required for reference use.               |

### 3. PUBLICATIONS.

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| a. Climatic Publications such as atlases, and published studies.                                    |  |
| (1.) Originator of publication.   | Permanent. Retain record copy on board. Transfer to NARA when 50 years old pending Navy review to determine if continued agency retention is required. |
| (2.) Other commands holding climatic publications   | Destroy when cancelled, superceded or no longer required.  |
| b. Oceanographic, hydrographic, or MC&G publications including printed manuals, tables, and charts. |  |
| (1.) Originator of publication  | Transfer record copy Naval Oceanographic Office.   |
| (2.) Record copy maintained by Naval Ocean-   | Permanent. Retain on   |

ographic Office.

board. Transfer to NARA when 50 years old,

pending Navy review to determine if continued agency retention is required.

(3.) Other commands holding publications.

Destroy when cancelled or superseded.

c. Hydrographic Office (HO) Publications 1866-1962 record set of HO Publications (complete- 90 cuft) maintained by the Matthew Fontaine Maury Oceanographic Library, NSTL, MS.

Permanent. Retain on board; transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.

4. INTEGRATED COMMAND ANTISUBMARINE WARFARE PREDICTION SYSTEM.

(ICAPS). ICAPS data base consists of stored sonar characteristics, and extensive files of historic data on temperature, salinity, and depth uniquely indexed by regions within each ocean basin. Upon receipt of timely local data from afloat commands describing the environmental situation in which anti submarine warfare is about to occur; ICAPS will combine these local entries with the data base through an integrated series of programs and generate predictions of how sensors will perform in the current situation. This information is immediately transmitted back to the ship so that Fleet Commanders may make informed and rapid tactical decisions.

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.

5. TACTICAL ENVIRONMENT SUPPORT SYSTEM (TESS). TESS is a total environmental prediction system consisting of a data base containing stored data on all shipboard sensors, communications and weapons systems as well as historical oceanographic and meteorological data indexed by areas within each ocean basin. Upon receipt of an inquiry from a ship or other fleet unit, TESS will provide on-scene evaluation of the effects of the total physical environment on shipboard sensors, communications equipment, and weapons systems. TESS has the capability of providing Tactical Commanders with long-range, broad-area forecasts based on information from a global observation network.

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.