

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO <u>NI-NW-89-1</u>	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED <u>4/11/89</u>	
1. FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION NAVAL DATA AUTOMATION COMMAND			
3. MINOR SUBDIVISION NAVAL TELECOMMUNICATIONS COMMAND			
4. NAME OF PERSON WITH WHOM TO CONFER MS MILLIE STEWART	5. TELEPHONE EXT. 433-4217	DATE <u>7/18/90</u>	ARCHIVIST OF THE UNITED STATES 
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 89 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 <u>3/31/89</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE  CAPT E. W. BALLER	D. TITLE HEAD, DIRECTIVES, POSTAL AND RECORDS MANAGEMENT DEPARTMENT
---------------------------	---	---

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 2 COMMUNICATIONS RECORDS 2000-2999</p> <p>The records described in this chapter relate to the management and operation of all types of communication services and facilities. They are created or accumulated by departmental bureaus and offices and field activities that exercise management control or formulate and prescribe general communication policies and procedures and by activities and offices applying these procedures and providing communication services.</p> <p>Instructions in this chapter apply to all activities, commands, stations, offices, or units throughout the Department of the Navy that maintain communication records.</p> <p>This certifies that records in this schedule that have been approved for conversion to the filmed medium, will be microfilmed, stored, and inspected in accordance with the standards set forth in 36 CFR, Part 1230.</p>		

CHAPTER 2

TELECOMMUNICATIONS RECORDS
SSIC 2000-2999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE MANAGEMENT AND OPERATION OF ALL TYPES OF COMMUNICATION SERVICES AND FACILITIES. THEY ARE CREATED OR ACCUMULATED BY DEPARTMENTAL BUREAUS AND OFFICES AND FIELD ACTIVITIES THAT EXERCISE MANAGEMENT CONTROL OR FORMULATE AND PRESCRIBE GENERAL COMMUNICATIONS POLICIES AND PROCEDURES AND BY ACTIVITIES AND OFFICES APPLYING THESE PROCEDURES AND PROVIDING COMMUNICATION SERVICES.

SSIC 2000GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS

1. PRIMARY PROGRAM CORRESPONDENCE. FILES OF THE OFFICE OF THE DIRECTOR, NAVAL COMMUNICATIONS DIVISION (OP-941), COMMANDER, NAVAL TELECOMMUNICATIONS COMMAND (COMNAVTELCOM), AND COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND. Files include correspondence, studies, and reports that document the planning and development of telecommunications programs, policies, procedures, methods, and significant accomplishments. Files retired under this number are from the immediate offices of the commanders named above and from program coordinators and action officers under their command. (For routine, general correspondence documenting the day to day administration of these headquarters, use SSIC 2000.2)
- Permanent. Retire to the Washington National Records Center (WNRC) when 10 years old. Transfer to the National Archives (NARA) when 20 years old.
2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices. These are routine files concerning the day to day operations, maintenance, installation of equipment, and other routine matters at subordinate levels.
- Destroy when 2 years old.
3. TELECOMMUNICATIONS PUBLICATIONS AND INSTRUCTIONS.
- a. Record set. (One copy of each publication originated by cognizant activity.)
- Permanent. Transfer to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.
- b. All Other Copies.
- Retain on board. Destroy when no longer required for reference.

4. TELECOMMUNICATIONS PLANS ISSUED BY ECHELON 1 (CHIEF OF NAVAL OPERATIONS) AND ECHELON 2 (COMNAVTELCOM, COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, AND FLEET CINCS)

a. Record copy. (One copy of each plan originated by cognizant activity.

b. All other copies.

4a. Permanent. Transfer to nearest FRC when superseded, cancelled, or no longer needed for reference, whichever is later. Transfer to NARA when 20 years old

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

SSIC 2007

CIRCUIT MAYFLOWER (AND SUCCESSOR PROGRAM TITLES) RECORDS.
GENERAL CORRESPONDENCE FILES.

Destroy when 5 years old.

Routine administrative files concerning testing, maintenance, training and operations of these submarine communications. (Exclude policy files of the program manager and primary program correspondence filed under 2000.1).

SSIC 2008

CLARINET MERLIN (AND SUCCESSOR PROGRAM TITLES) RECORDS.
GENERAL CORRESPONDENCE FILES.

Destroy when 5 years old.

Operational, administrative, and training files pertaining to Clarinet Merlin submarine communications (Exclude policy files of the program manager and primary program correspondence filed under 2000.1).

(IN GENERAL)

SSIC 2010

SPECIAL SYSTEMS/NETWORKS RECORDS

~~Apply SSIC 2000.~~

GENERAL CORRESPONDENCE FILES. Files pertaining to special systems and networks in general, not covered under specific SSICs. (Excluding primary program records and program manager records filed under 2000.1)

Destroy when 5 years old.

SSIC 2012

TACTICAL NETS RECORDS

- 1. COMMAND AND CONTROL (C2), FLEET FLASH NET (FFN), AND FLEET TELETYPE CONFERENCE NET (FTCN) PLANNING RECORDS. Records pertaining to all plans for tactical nets between ships, aircraft, and shore stations. *(Exclude primary program records filed in SSIC 2000.1)* Destroy when 5 years old.
- 2. TACTICAL NETS OPERATIONS RECORDS. Records pertaining to operation of tactical nets between ships, aircraft, and shore stations. Destroy when 5 years old.
- 3. TACTICAL NETS RESOURCES RECORDS. Records pertaining to the programming of manpower and funds and procurement and installation of equipment supporting tactical communications. Destroy when 5 years old.
- 4. PROJECT IMPLEMENTATION RECORDS. Records pertaining to all tactical (ashore and afloat) systems that are planned, programmed, budgeted and ready for implementation. *These records concern the installation and circuit test and acceptance of tactical telecommunications systems.* Destroy when 5 years old.

SSIC 2013

MOBILE-TRANSPORTABLE RECORDS

- 1. GENERAL CORRESPONDENCE FILES. Files pertaining to mobile-transportable communications assets (vehicles, portable antennas, etc.). *(Exclude primary program records filed in SSIC 2000.1)* Destroy when 2 years old.

SSIC 2014

CONTINGENCY COMMUNICATIONS RECORDS *Add (A) from p. II-4a*

- ~~1. GENERAL CORRESPONDENCE FILES. Files pertaining to contingency plans, operations, and resources.~~ *Apply SSIC 2000.*

Add (A)

SSIC 2014CONTINGENCY COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Records pertaining to communications planning, operations, and resources to be used in natural disasters and in unexpected military operations. (Excluding primary program correspondence filed in 2000.1)

Destroy when 2 years old.

2. CONTINGENCY PLANS.

a. Record copy.

Permanent.
Retire to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier.
Transfer to NARA when 20 years old.

b. All other copies.

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

II-4a

SSIC 2015

VISUAL COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to visual communications (flashing light, infrared, laser, flaghoist, and pyrotechnic signals). *(Excluding primary program records filed in SSIC 2000.1)*

Destroy when 2 years old.

SSIC 2016

DEFENSE COMMUNICATIONS SYSTEMS (DCS) HF ENTRY RECORDS

1. GENERAL CORRESPONDENCE FILES. ^{*Routine Navy*} Files related to DCS high frequency (HF) entry exercise and requirements.

Destroy when 2 years old.

SSIC 2017

DEFENSE COMMUNICATIONS AGENCY (DCA) QUALITY ASSURANCE PROGRAM RECORDS

1. ~~GENERAL~~. Information contained in these ^{*routine*} records include technical control matters, DCA circulars, technical evaluation program, performance evaluation, defense switch network, and AUTOSEVCOMM.

Retain on board. Destroy after 5 years old.

SSIC 2020

GENERAL AUTOMATED SYSTEMS RECORDS

telecommunications
1. PROJECT IMPLEMENTATION RECORDS. Records pertaining to all automated systems that are planned, programmed, budgeted, and ready for implementation, *that are not filed under specific programs. (Excluding primary program correspondence filed under 2000.1)*

Destroy when 5 years old.

~~2. ALL OTHER RECORDS~~

~~Destroy when 5 years old.~~

SSIC 2021

WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEMS (WWMCCS) RECORDS

1. PRIMARY PROGRAM RECORDS. Records relating to preparing, coordinating, issuing, and interpreting policy matters related to fulfilling the functions of communications command and control. Documents related to formulation of policy on general purpose radio navigation, and the application of automatic data processing (ADP) technology to the command control systems, and guidelines for the design and operation of the WWMCCS. *These are files unique to the Navy and not duplicates of records held by DCA. * accumulated by CNO (OP941) and Commander, Space and Naval Warfare Systems Command*

Permanent. Retire to WNRC when 5 years old. Apply SSIC 2000. Transfer to National Archives when 20 years old.

2. GENERAL CORRESPONDENCE FILES. Files concerning the WWMCCS system; funding of hardware and software for Navy supported sites; and logistic support, architecture, and manpower for the WWMCCS site. *Duplicates of reports, correspondence and other documents held by DCA. Includes of all other offices*

Retain on board. Destroy when 5 years old.

* Data bases that are products of the WWMCCS system are filed under the appropriate SSIC in chapter 3 of this manual.

SSIC 2023

SHIPBOARD RECORDS PERTAINING TO SHIPBOARD AUTOMATED COMMUNICATIONS SYSTEMS

1. NAVY MODULAR AUTOMATED COMMUNICATIONS SYSTEMS (NAVMACS), INFORMATION EXCHANGE SYSTEM (IXS), MESSAGE ROUTING AND DISTRIBUTION SYSTEM (MRDIS), MESSAGE PROCESSING AND DISTRIBUTION SYSTEM (MPDS), AND COMMUNICATION DATA PROCESSING SYSTEM (CDPS) PLANNING RECORDS. Records pertaining to the planning for shipboard automated communications systems research and development, including related funding considerations *(Excluding Primary program records filed under 2000.1)*
2. AUTOMATED SYSTEMS OPERATIONS RECORDS. Records pertaining to the operations of shipboard automated communications systems and related telecommunication matters.
3. AUTOMATED SYSTEMS RESOURCES RECORDS. Records pertaining to the programming of funds and procurement and installation of shipboard automated communications equipment.

~~Transfer to FRC when 5 years old. Destroy when 10 years old.~~ Retain on board. Destroy when no longer needed.

Retain on board. Destroy when ~~5 years old.~~ no longer needed. ~~operations~~

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

SSIC 2026

SHORE RECORDS PERTAINING TO SHORE AUTOMATED SYSTEMS

1. NAVY COMMUNICATION PROCESSING AND ROUTING SYSTEM (NAVCOMPARS), LOCAL DIGITAL MESSAGE EXCHANGE (LDMX), IXS, MRDIS, REMOTE INFORMATION EXCHANGE TERMINAL (RIXT), INTEGRATED SUBMARINE AUTOMATED BROADCAST PROCESSING SYSTEM (ISABPS), AUTOMATED TEXT MESSAGE HANDLING (ATMH), AND MILITARY MESSAGE EXPERIMENT (MME) SYSTEMS PLANNING RECORDS. Records pertaining to the planning for shore automated systems development, equipment upgrades, or ashore communication system configuration, including related funding considerations. *(Excluding primary program records filed under 2000.1)*
2. AUTOMATED SYSTEMS OPERATIONS RECORDS. Records pertaining to shore automated systems.

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

Retain on board Destroy when ~~2 years old.~~ no longer needed. ~~for operations.~~

routine operation of

3. AUTOMATED SYSTEMS RESOURCES RECORDS. Records pertaining to the programming of manpower and funding and procurement or installation of shore automated communication systems. Retain on board. Destroy when 5 years old.

SSIC 2030

SECURE VOICE SYSTEMS (EXCLUDING AUTOSEVOCOM) RECORDS

1. GENERAL CORRESPONDENCE FILES. *Routine operational and administrative* Files include navigation secure voice transit and NAVSTAR global positioning system (GPS) records. *(Excluding primary program records filed in SSIC 2000.1)* Destroy when 2 years old.

SSIC 2031

WIDE BAND RECORDS

1. GENERAL CORRESPONDENCE FILES. *Routine operational and administrative* Files on wide band planning, operations and resources. *(Excluding primary program records filed in SSIC 2000.1)* Destroy when 5 years old.

SSIC 2032

NARROW BAND RECORDS

1. GENERAL CORRESPONDENCE FILES. *Routine operational and administrative* Files on narrow band planning, operations and resources. *(Excluding primary program records filed in SSIC 2000.1)* Destroy when 5 years old.

SSIC 2040-2049STRATEGIC SYSTEMS RECORDS

THE RECORDS IN THIS (2040-2049) GROUP ARE RELATED TO STRATEGIC SYSTEMS RECORDS AND INCLUDE MINIMUM ESSENTIAL EMERGENCY COMMUNICATIONS NETWORK (MEECN), IMPROVED EMERGENCY MESSAGE AUTOMATIC TELETYPE SYSTEM (IEMATS), JOINT CHIEFS OF STAFF (JCS) ALERTING NET (JCSAN), TAKE COMMAND AND MOVE OUT (TACAMO), AIRBORNE NATIONAL COMMAND POST (ABNCP), EXTRA LOW FREQUENCY (ELF), AND VERDIN (AND PREDECESSORS SEAFARER, SHELF, AND SANGUINE).

SSIC 2040STRATEGIC SYSTEMS RECORDS IN GENERAL

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations. (excluding primary program correspondence filed in 2000.1)

Destroy when 5 years old.

SSIC 2041

MINIMUM ESSENTIAL EMERGENCY COMMUNICATIONS NETWORK (MEECN)
(Strategic Connectivity System) Records relating to airborne platforms that are capable of relaying Presidential orders on strategic warning. This network includes the National Emergency Airborne Command Post (NECAP).

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations that duplicate Defense Communication Agency (DCA) files or are of a routine, administrative, facilitative, or operational nature.

Destroy when 5 years old.

(Exclude primary program correspondence relating to Navy participation in this network filed in 2000.1)

SSIC 2042

IMPROVED EMERGENCY MESSAGE AUTOMATIC TELETYPE SYSTEM (IEMATS)

Destroy when 5 years old.

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to planning, resources, and operations of this piece of hardware that seizes fixed broadcasts and transmits emergency action messages.

SSIC 2043

JCS ALERTING NET (JCSAN)

1. GENERAL CORRESPONDENCE FILES. Routine, facilitative files pertaining to Navy planning and resources, for implementation and operations.

Destroy when 5 years old.

SSIC 2044

TACAMO (TAKE CHARGE AND MOVE OUT)

Destroy when 5 years old.

1. GENERAL CORRESPONDENCE FILES Routine records relating to Survivable airborne communications links between national command authority and deployed ballistic missile submarines.

SSIC 2045AIRBORNE NATIONAL COMMAND POST (ABNCP)

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations.

Retain on board. Destroy when 5 years old.

SSIC 2046EXTREMELY LOW FREQUENCY (ELF) (SUCCESSOR TO SEAFARER, SHELF, SANGUINE)

1. RECORDS RELATING TO ENVIRONMENTAL IMPACT OF ELF PROGRAM AND RESULTING PUBLIC AND CONGRESSIONAL INTEREST, AT COMNAVTELCOM, CNO, AND SPACE AND NAVAL WARFARE SYSTEMS COMMAND. Records which document the intense public interest in the ELF program, especially concerning health and environmental issues. Includes briefing papers and slides, health studies, Congressional correspondence, photographs, and press briefings.

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

2. GENERAL CORRESPONDENCE FILES. Routine files at the above commands and at all other commands pertaining to administration, resources, and operations.

Destroy when 5 years old.

SSIC 2047VERDIN

1. GENERAL CORRESPONDENCE FILES relating to this VLF receiving and transmitting system that processes message traffic to be utilized by submarines and aircraft. Records that relate to planning, resources, routine operations and administration of this system (excluding primary program records filed in 2000.1)

Destroy when 5 years old.

SSIC 2050-2059

SATELLITE COMMUNICATIONS (SATCOM) SYSTEMS RECORDS

THE RECORDS IN THIS (2050-2059) SERIES ARE RELATED TO SATCOM SYSTEMS RECORDS AND INCLUDE ASHORE SATCOM SYSTEMS, AFLOAT SATCOM SYSTEMS, AND SATELLITE NAVIGATION SYSTEMS RECORDS.

SSIC 2050

*See Add (B)
on P. II-11a*

SATELLITE COMMUNICATIONS (SATCOM) SYSTEMS RECORDS

- 1. GENERAL CORRESPONDENCE FILES. Files relating to planning, operations and resources. Destroy when 5 years old.
- 2. PROJECT IMPLEMENTATION RECORDS. Records pertaining to all satellite systems that are planned, programmed, budgeted, and ready for implementation. Destroy when 2 years old.

SSIC 2051

ASHORE SATCOM SYSTEMS

- 1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations. *(Excluding primary program records filed under SSIC 2000.1)* Retain on board. Destroy when 5 years old.

SSIC 2052

AFLOAT SATCOM SYSTEMS

- 1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations. *(Excluding primary program records filed under SSIC 2000.1)* Retain on board. Destroy when 5 years old.

Add (B)

SSIC 2050SATELLITE COMMUNICATIONS (SATCOM) SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to routine usage, planning, operations, testing, access and assignment, and resources (excluding primary program records filed in SSIC 2000.1)

Destroy when 5 years old.

2. MIJI (Meaconing, Intrusion, Jamming and Interference) Reports. Reports about satellite communications interference, received by message, as interference occurs. Also, COMNAVTELCOM summaries of MIJIs.

Destroy when 2 years old.

II-11a

SSIC 2054SATELLITE NAVIGATION SYSTEMS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations. *(Excluding primary program records filed under SSIC 2000.1)*

Retain on board. Destroy when 5 years old.

SSIC 2060-2069TELEPHONE SYSTEMS RECORDS

THE RECORDS IN THIS (2060-2069) SERIES ARE RELATED TO TELEPHONE SYSTEMS RECORDS AND INCLUDE DEFENSE TELEPHONE SYSTEM (DTS), COMMAND SWITCH SYSTEMS (CSS), NAVY ADMINISTRATIVE TELEPHONE SYSTEM (NATS), AND FEDERAL TELECOMMUNICATIONS SYSTEMS (FTS) RECORDS.

SSIC 2060TELEPHONE SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files relating to planning, operations and resources. *(Excluding primary program records filed under SSIC 2000.1)*

Retain on board. Destroy when 5 years old.

2. TELEPHONE SERVICE RECORDS. Requests for telephone service and other similar records relating to servicing and the operations of telephone service and equipment.

Destroy when 1 year old.

SSIC 2061DEFENSE TELEPHONE SYSTEMS (DTS)

1. GENERAL CORRESPONDENCE FILES. *Routine* files pertaining to Navy planning, resources, and operations.

Retain on board.. Destroy when 5 years old.

SSIC 2063

COMMAND SWITCH SYSTEM (CSS)

1. GENERAL CORRESPONDENCE FILES. planning, resources and operations.

Routine
Files pertaining to *Navy*

Retain on board. Destroy when 5 years old.

SSIC 2066

NAVY ADMINISTRATIVE TELEPHONE SYSTEM (NATS)

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and operations. *(Excluding primary program records filed under SSIC 2000.1)*

Retain on board. Destroy when 5 years old.

SSIC 2069

FEDERAL TELECOMMUNICATIONS SYSTEMS (FTS)

1. GENERAL CORRESPONDENCE FILES. planning, resources, and operations.

Routine Navy
Files pertaining to *Navy*

Retain on board. Destroy when 5 years old.

SSIC 2070

SWITCHED SYSTEMS-NETWORKS RECORDS - GENERAL

1. PLANNING RECORDS. General correspondence pertaining to planning for establishing or disestablishing automatic digital network (AUTODIN) automatic switching centers (ASC) and AUTODIN computers and software.

Retain on board. Destroy when 10 years old.

2. OPERATIONS RECORDS. General correspondence relating to operations of the ASC and specifically those operations that support and impact naval intelligence claimancy operations or support fleet operations.

Destroy when 2 years old.

3. RESOURCES RECORDS. General correspondence pertaining to the manpower and funding of AUTODIN switching centers.

Retain on board. Destroy when 5 years old.

SSIC 2071

AUTODIN I/AUTODIN II RECORDS

1. INTEGRATED AUTODIN SYSTEM ARCHITECTURE (IASA) RECORDS. Records pertaining to AUTODIN system architecture.

Destroy when 5 years old.

2. AUTODIN I RECORDS. Records pertaining to worldwide AUTODIN I planning, operations, and resources.

Destroy when 5 years old.

3. AUTODIN II PLANNING, ^{OPERATIONS, AND RESOURCES} RECORDS. The AUTODIN II Program has been disestablished.

Retain on board. Destroy when 5 years old.

SSIC 2072

NATO/ALLIED SYSTEMS RECORDS

1. GENERAL CORRESPONDENCE FILES. ^{Routine} Files pertaining to NATO and Allied switched systems such as the NATO Integrated Communication System (NICS), Telegraphic Automatic Relay Equipment (TARE), Initial Voice Switching Network (IVSN), the NATO Secure Voice System, etc. *These systems handle data traffic and voice traffic. (Excluding primary program correspondence filed in 2000.1)*

Transfer to FRC when ⁵10 years old. Destroy when 15 years old.

SSIC 2073

AUTOVON/DSN

1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans, operations, and resources for automated voice network (AUTOVON). *Includes records on implementation of all AUTOVON systems.*

Destroy when 5 years old.

SSIC 2074

AUTOSEVOCOM RECORDS (and successor systems)

1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans, operations, and resources for automatic secure voice communication (AUTOSEVOCOM).

Destroy when 2 years old.

SSIC 2075

ADVANCED RESEARCH PROJECTS AGENCY NETWORK (ARPANET) RECORDS

1. PLANNING RECORDS. ^{Routine} Records pertaining to ^{Navy} planning for ARPANET installations. (ARPANET is used to pass data between computers at research laboratories.)

Retain on board. Destroy when 10 years old.

2. OPERATIONS AND RESOURCES RECORDS. ^{Routine} Records pertaining to ^{Navy} operation and resources (programming of manpower and funds) with respect to ARPANET.

Retain on board. Destroy when 5 years old.

SSIC 2080

GENERAL BROADCAST SYSTEMS RECORDS

1. ~~PROJECT IMPLEMENTATION RECORDS.~~ Records pertaining to all broadcast systems that are planned, programmed, budgeted, and ready for implementation.

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

1. ~~2. ALL OTHER RECORDS GENERAL CORRESPONDENCE.~~ Routine administrative correspondence concerning Navy communications broadcasts in general. (Excluding primary program records filed in SSIC 2000.1)

Destroy when 3 years old.

SSIC 2081

FLEET ^{BROADCAST} RECORDS

1. MULTICHANNEL ^{AND} SINGLE CHANNEL ~~AND NATO~~ PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcast or a change in the broadcast alignment or control. (Excluding primary program records filed in SSIC 2000.1)

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

2. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multichannel, single channel, and submarine broadcast systems.

Destroy when 2 years old.

3. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding, or equipment used in the fleet broadcast system.

Retain on board. Destroy when 5 years old.

BROADCAST

SSIC 2083

SUBMARINE RECORDS

1. MULTICHANNEL ^{AND} SINGLE CHANNEL, ~~AND INFO~~ PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities which support fleet submarine broadcasts or a change in the broadcast alignment or control.

Permanent. *Retire* Transfer to FRC when 4 years old. *Transfer to the National Archives when 20 years old.*

2. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multichannel, single channel, and submarine broadcast systems.

Destroy when superseded.

3. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding, or equipment used in the fleet broadcast system.

Retain on board. Transfer to FRC when 4 years old. *Destroy when 10 years old.*

BROADCAST

SSIC 2086

ANTI-SUBMARINE WARFARE (ASW) (VP) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to all planning, operations, and resources with respect to ASW (VP) broadcast systems, circuit connectivity, or alignment.

Retain on board. Destroy when 5 years old.

(Excluding primary program records filed in SSIC 2000.1)

SSIC 2089

BROADCAST

NATO COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, operations, and resources with respect to broadcast systems, circuit connectivity, or alignment. Retain on board. Destroy when 5 years old.

2. MULTICHANNEL, SINGLE CHANNEL, AND NATO PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcasts, ~~or a change in the broadcast alignment or control.~~ *Retire Permanent. Retain on board. Transfer to FRC when 4 years old. Transfer to the National Archives when 20 years old.*

3. OPERATIONS RECORDS. Records pertaining to the various components of the composite, multichannel, single channel, and submarine broadcast systems. Retain on board. Destroy when 2 years old.

4. RESOURCES RECORDS. Records pertaining to programming, procurement, or installation of manpower, funding, or equipment used in the fleet broadcast system. Retain on board for a period of time to be designated by Commanding Officer. Destroy when information no longer required. *Destroy when 5 years old.*

SSIC 2090

GENERAL MISCELLANEOUS SYSTEMS RECORDS

Disposition Not approved

1. PRECISE TIME AND TIME INTERVAL RECORDS. Records pertaining to studies and reports that relate to the development of precise time and time interval programs, procedures, methods, and significant accomplishments. Permanent. Transfer to FRC when 5 years old. Offer to NARA when 20 years old.

2. AUTOMATED TECHNICAL CONTROL (ATEC) RECORDS. Records pertaining to studies and reports that document the development of the ATEC program, procedures, methods, and significant accomplishments. Permanent. Transfer to FRC when 5 years old. Offer to NARA when 20 years old.

3. PROJECT IMPLEMENTATION RECORDS. Records pertaining to all miscellaneous systems not covered elsewhere that are planned, programmed, budgeted, and ready for implementation.

Disposition Not approved.

~~Destroy when 5 years old.~~

SSIC 2092

COMMERCIAL REFILE/CLASS "E" MESSAGES RECORDS

- 1. COMMERCIAL REFILE RECORDS *Correspondence*
Records relating to business traffic transmitted on Navy Circuit, then transmitted commercially.
- 2. CLASS "E" MESSAGES. *Correspondence*
Files pertaining to the transmittal of personal messages to or from naval personnel.

Destroy when 1 year old.
~~Apply SSIC 2091.1-2.~~

Destroy when ~~3 months~~ old.
30 days

SSIC 2093

*See add (C)
on p. II-19a*

MILITARY AFFILIATE RADIO SYSTEM (MARS) AMATEUR RADIO RECORDS

- 1. GENERAL. These files contain MARS membership documents, MARS call signs, and excess equipment program information.
- 2. TECHNICAL PUBLICATIONS AND INSTRUCTIONS. These files contain higher echelon instructions, policy, and procedures.

Retain on board. Membership information to be destroyed one year after expiration of membership. Excess equipment program information to be destroyed after two years.

Retain on board. Destroy when superseded or cancelled.

Add (a)

SSIC 2093**MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO RECORDS**

- | | |
|--|--|
| 1. MEMBERSHIP DOCUMENTS. Includes membership applications and records reflecting participation of members such as licenses, forms of assignments, change of status, transfer or termination of membership. | Destroy one year after termination of membership |
| 2. EXCESS EQUIPMENT RECORDS. Includes shipping, issuing, and receipting documents for excess and surplus equipment. | Destroy when 2 years old. |
| 3. GENERAL CORRESPONDENCE FILES. Routine, administrative correspondence concerning MARS call signs, frequency interference, and other operational matters. (Excluding primary program records filed in SSIC 2000.1) | Destroy when 2 years old. |
| 4. STATION LOGS. Documents reflecting the time stations go on and off the air, stations contacted, name of operator on duty, and similar data. Included are logs, registers, and comparable documents. | Destroy 1 year after final entry. |
| 5. MESSAGES. Messages of individuals and military units received and transmitted by MARS facilities. | Destroy after 60 days. |

II-19a

SSIC 2095FLEET COMMAND CENTER/TASK FORCE COMMAND CENTER (FCC/TFCC)

1. GENERAL CORRESPONDENCE. These are routine records about systems which carry information pertaining to fleet operations. This SSIC covers only routine records on the telecommunications systems used at these centers, and not operational data carried on those systems. (Excluding primary program records filed in SSIC 2000.1)

Retain on board. Destroy when systems are obsolete or when no longer needed for reference. For disposition of operational data carried on these systems, see appropriate SSIC in chapter 3.

SSIC 2096OCEAN SURVEILLANCE INFORMATION SYSTEM (OSIS) RECORDS

1. GENERAL CORRESPONDENCE. These are routine records about a system which carries current information on location of vessels in various ocean areas. This SSIC covers installation, maintenance, and administration of the system itself, and not the information obtained by it. (Excluding primary program records filed in SSIC 2000.1.

Retain on board. Destroy when system is obsolete or no longer needed for reference. For disposition of data carried on this system, see appropriate SSIC in chapter 3.

SSIC 2097SOUND SURVEILLANCE SYSTEM/SURVEILLANCE TOWED ARRAY SYSTEM (SOSUS/SURTASS) RECORDS

1. GENERAL CORRESPONDENCE. Routine records relating to collection and processing of undersea acoustic data. Records concern maintenance, installation, and administration of system only, and not the data gathered. (Excluding primary program

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

records filed in SSIC 2000.1)

disposition of data collected and processed by this system, see appropriate SSIC in chapter 3.

SSIC 2098

ANTISUBMARINE WARFARE (ASW) RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to ASW communications including the Antisubmarine Warfare Information Exchange System (ASWIXS) and Nuclear Submarine (Direct Support) (SSN(DS)). This SSIC covers only these telecommunications systems and not the information carried on the systems. (Excluding primary program records filed in SSIC 2000.1)

Retain on board. Destroy when system is obsolete or when no longer needed for reference. For disposition of data carried on these systems, see appropriate SSIC in chapter 3.

SSIC 2099

MERCHANT SHIP COMMUNICATIONS (MERCOMS) RECORDS

1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to the broadcast system used to deliver U. S. Government originated messages to merchant ships on prior arrangement and for delivery of messages to ships, when directed. (Excluding primary program records filed in SSIC 2000.1)

Destroy when 2 years old.

2. MESSAGES.

Destroy when 60 days old.

SSIC 2100-2199

TELECOMMUNICATIONS SERVICES RECORDS

SSIC 2100

TELECOMMUNICATIONS SERVICES RECORDS - GENERAL. These are case

Retain on board. Destroy

II-21

files containing information concerning the requisition, acquisition, installation, and maintenance of telecommunications services/equipment to shore-based naval activities worldwide. (Excluding primary program records filed in SSIC 2000.1)

when system is obsolete or when no longer needed for reference.

II-21a

SSIC 2110**SHORT-HAUL LEASED CIRCUITS RECORDS**

1. GENERAL CORRESPONDENCE FILES. *Routine operational*
 haul leased circuits. *Files pertaining to short-*

Destroy when 3 years old.

SSIC 2120**LONG-HAUL LEASED CIRCUITS RECORDS**

1. GENERAL CORRESPONDENCE FILES. *Routine operational*
 haul leased circuits. *Files pertaining to long-*

Destroy when 3 years old.

SSIC 2130**ON-BASE CIRCUITS RECORDS**

1. GENERAL CORRESPONDENCE FILES. *Routine operational*
 circuits. *Files pertaining to on-base*

Destroy when 2 years old.

SSIC 2140**LEASED EQUIPMENT/TERMINALS ASHORE RECORDS**

1. GENERAL CORRESPONDENCE FILES. *Routine operational*
 equipment/terminals ashore. *Files pertaining to leased*

Destroy when 3 years old.

SSIC 2150**LEASED EQUIPMENT/TERMINALS AFLOAT RECORDS**

1. GENERAL CORRESPONDENCE FILES. *Routine operational*
 equipment/terminals afloat. *Files pertaining to leased*

Destroy when 3 years old.

SSIC 2160

LANDLINES RECORDS

1. GENERAL CORRESPONDENCE FILES. *Routine operational* Files pertaining to landlines.

Destroy when 3 years old.

SSIC 2180

TELECOMMUNICATIONS SERVICE REQUEST (TSR) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to TSR.

Destroy when 3 years old.

SSIC 2200-2299

COMMUNICATIONS SECURITY (COMSEC) RECORDS

THE RECORDS IN THIS (2200-2299) SERIES ARE RELATED TO GENERAL COMSEC (POLICY AND DOCTRINE, ASSISTANCE TO FOREIGN GOVERNMENTS, AND COMSEC EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL) RECORDS AND INCLUDE PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND MATERIALS (STANDARDS AND LOSS OR COMPROMISE); TRANSMISSION SECURITY (LOW PROBABILITY OF INTERCEPT (LPI), ANTI-JAMMING (AJ), COMSEC TRAFFIC ANALYSIS, COMSEC SIGNAL ANALYSIS, AND CHANGING CALL SIGN AND FREQUENCY), CRYPTOGRAPHIC SECURITY (POLICY, DOCTRINE, AND PROCEDURES; VIOLATIONS AND INSECURITIES; AND CRYPTOGRAPIC)

SSIC 2200

COMMUNICATIONS SECURITY - GENERAL

Routine administrative Records relating to communications security (COMSEC) pertaining to cryptographic keying material, equipment, or associated items. *(except primary program correspondence filed in SSIC 2201)*

Destroy when 2 years old or when no longer needed for operations, whichever is later.

SSIC 2201POLICY AND DOCTRINE

Primary program correspondence accumulated by Commander, Naval Security Group, relating to communications security within the Department of the Navy, including plans, doctrine programming and guidance developed by NSA and the CNO (OP-92C), and development and promulgation of procedural instructions applicable to the Navy's communications materials security.

Permanent. Retire to the Naval Security Group Central Depository, Crane IN, when 2 years old. Transfer to NARA entire record series or 5 year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5 year blocks thereof will then be transferred to NARA through appropriate channels.

SSIC 2202ASSISTANCE TO FOREIGN GOVERNMENTS

1. Records concerning policy, personnel matters, logistics, and effectiveness of programs relating to assistance to foreign governments regarding to communications security, but not relating to the sale, lease, or loan of cryptologic equipment from Department of the Navy assets. (see SSIC 2208 for Foreign Military Sales)

2. Routine administrative correspondence.

1. Permanent. Transfer to NARA in accordance with SSIC 2201.

2. Destroy when 2 years old.

II-236

SSIC 2206**COMSEC EQUIPMENT INSTALLATION.**

Covers progress of implementation programs designed to introduce new equipment to ship and shore commands. Also covers distribution of equipment currently in stock.

1. Implementation Programs

a b. Financial Management and Funding

Destroy when 2 years old.

b c. Initial Distribution of Equipment

Destroy when 2 years old.

- c d. Distribution of Ancillary Equipment
- d. e. Visit Reports

Destroy when 2 years old.

Destroy when action is completed.

2. Acquisition of Current Existing Equipment (Already Available).

- a. Requests for Equipment ~~(Paperwork)~~
- b. Approvals ~~(Paperwork)~~
- c. Funding Documents

Destroy when 2 years old.

Destroy when 2 years old.

Destroy when 2 years old.

3. COMSEC Equipment Configuration Control. Changes and modifications to current COMSEC equipment. Changes to existing configurations due to planned upgrading of communications systems (see SSIC 4720 also.)

- a. Request for Authorization of Circuits ~~(Paperwork)~~
- b. Equipment Modifications - routine

Destroy when 2 years old.

Destroy when 2 years old.

~~Destroy when 2 years old.~~

- (1) ~~(2)~~ Funding Documents
- (2) ~~(3)~~ Distribution of Equipment/Modifications

Destroy when 2 years old.

Destroy when 2 years old.

- c. Equipment Modifications - Major changes to systems components that have a significant impact on programs.

Permanent. Transfer to NARA in accordance with SSIC 2201.

add (D) on p. II-26a SSIC 2207

OPERATING AND MAINTENANCE MANUALS

Records relating to operating and maintenance publications for cryptographic and cryptographic-related equipments used throughout the Navy, Marine Corps, and Coast Guard.

~~Apply SSIC 2201.~~

SSIC 2208

FOREIGN MILITARY SALES add (E) on p. II-26 a-b

Records relating to the sale, lease, of certain international logistic support, or loan of cryptographic equipment to foreign governments from Department of Navy assets.

~~Apply SSIC 2201.~~

SSIC 2210

PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND MATERIALS

Records relating to the physical security of cryptographic equipment and materials within the DON. (Excluding primary program records filed in 2201)

~~Apply SSIC 2201.~~
Destroy when 2 years old or when no longer needed for operations, whichever is later

SSIC 2212

LOSS OR COMPROMISE

Records relating to loss or compromise of cryptographic material.

~~Apply SSIC 2201.~~

1. Major ^{loss} ~~security~~ violations, including espionage
2. ^{All} Other violations

Permanent. Transfer to NARA in accordance with SSIC 2201.
Destroy when 10 years old or when no longer needed, whichever is later.

Add (D)

SSIC 2207OPERATING AND MAINTENANCE MANUALS

Operating and maintenance publications for cryptographic and cryptographic-related equipments used throughout the Navy, Marine Corps, and Coastguard.

1. Record copy maintained by program sponsor.
2. All other copies.

1. Permanent. Transfer to NARA in accordance with SSIC 2201.

2. Destroy when superseded or no longer needed for reference, whichever is later.

Add (E)

SSIC 2208FOREIGN MILITARY SALES

Records relating to the sale or lease of certain international logistic support, or loan of cryptographic equipment to foreign governments from Department of Navy assets.

1. Foreign Military Sales (FMS) policy files, directive files, documents which establish budgetary principles, policies, and procedures, and documents relating to agreements with foreign governments or international organizations. For more detailed description of these types of permanent records, see SSIC 4920, Foreign Military Sales Records.

1. Permanent. Transfer to NARA in accordance with SSIC 2201.

2. FMS Case Record Files. Records documenting sales to foreign countries, including correspondence and related papers requesting the purchase of equipment or materials, or

2. Transfer to Naval Security Group Central Depository, Crane, IN,

Add (E) (cont.)

instructions relating to requests.

3. FMS Implementation records, documents relating to agreements between Navy and other DoD components for the exchange of administrative services, and staff visit files.

when supply is complete.
Destroy 15 years after transfer to Crane.

2. Temporary. Destroy in accordance with instructions for SSIC 4920, Foreign Military Sales Records.

II-26b

SSIC 2230-2233

CRYPTOGRAPHIC SECURITY

Delete these SSIC's.

Retire records under
SSIC 2212 of this instruction
or under appropriate SSIC in the
~~Apply SSIC 2201. 3200 series.~~

SSIC 2250

CRYPTOGRAPHIC EQUIPMENT, GENERAL

See Add (F) on p II-27a+b

Records relating to nonpaper cryptographic equipment and material that have a direct function in the encryption/decryption process, such as on line transmitters and receivers, IFF units, and off line encrypt/decrypt equipment. They also include related nonpaper material without direct encrypt/decrypt functions, such as power timers, remote and extender units, repair, maintenance, and modification kits.

~~Apply SSIC 2201.~~

SSIC 2251

PROJECT MANAGEMENT

Records relating to the Navy's (DON) cryptographic equipment resources from procurement through final destruction including the coordination of logistic support among various activities internal and external to DON. (Excluding primary program records filed under ^{SSIC} 2250.1)

~~Apply SSIC 2201.~~

Destroy upon completion of project or when no longer needed.

Add (F)

SSIC 2250CRYPTOGRAPHIC EQUIPMENT, GENERAL

Records relating to cryptographic equipment and material that have a direct function in the encryption/decryption process, such as on line transmitters and receivers, IFF units, and off line encrypt/decrypt equipment. They also include related nonpaper material without direct encrypt/decrypt functions, such as power timers, remote and extender units, repair, maintenance, and modification kits. Includes airborne, shipboard, shore, and Master Station keyed cryptographic equipment.

vehicular/mampack,

1. Primary program records relating to policy and procedures regarding cryptographic equipment.

Permanent. Retire to the Naval Security Group Central Depository, Crane IN, when 2 years old. Offer to NARA entire record series or 5 year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5 year blocks thereof will then be transferred to NARA through appropriate channels.

Add F (cont.)

2. Administrative correspondence relating to installation, maintenance, and other routine matters.

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

II - 27 b

SSIC 2252

MODIFICATIONS TO CRYPTOGRAPHIC EQUIPMENT

Records relating to software changes which ^{do} ~~may~~ not affect the electrical or mechanical characteristics of cryptographic equipment.

~~Apply SSIC 2201.~~
.. Destroy when superseded or obsolete.

SSIC 2253

Master Station Keyed Cryptographic Equipment

~~Delete this SSIC.~~ Do not file records under this SSIC, but use 2250

2250
Apply SSIC ~~2201.~~

SSIC 2254

Airborne Cryptographic Equipment

~~Delete this SSIC.~~ Do not file records under this SSIC, but use SSIC 2250.

2250
Apply SSIC ~~2201.~~

SSIC 2255

Shipboard Cryptographic Equipment

~~Delete this SSIC.~~ Do not file records under this SSIC but use SSIC 2250

2250
Apply SSIC ~~2201.~~

SSIC 2256

Shore Cryptographic Equipment

~~Delete this SSIC.~~ Do not file records under this SSIC but use SSIC 2250

2250
Apply SSIC ~~2201.~~

SSIC 2257

Vehicular/Manpack Cryptographic Equipment

~~Delete this SSIC.~~ File records under SSIC 2250

2250
Apply SSIC ~~2201.~~

SSIC 2280COMSEC MATERIAL SYSTEM, GENERAL

Routine administrative records relating to the proper distribution, control, security, and accountability of COMSEC (Communications Security) material used throughout the Navy, Marine Corps, and Coast Guard to provide cryptographic security for national security-related information. The COMSEC system consists of systems, procedures, equipment, keying material, and facilities used at all locations where communications functions are performed in support of national security.

- | | |
|---|---|
| 1. Routine correspondence concerning CMS accounts filed in Office of the Director, COMSEC Material System (CMS) | Transfer to Naval Security Group Depository Crane, IN, when CMS Account is closed. Destroy 5 years after closure. |
| 2. General Correspondence at all other commands relating to CMS account matters. | Destroy when 2 years old. |
| 3. Local Custody Issue Documents (and successor editions) | |
| a. CMS 17/SF 153 (or equivalent) issues of AL 1/AL material | Destroy upon submission of CMS 2-1A to DCMS for all material listed. |
| b. CMS 17/SF 153 (or equivalent) issues of AL 3/AL 4 material | Destroy 90 days from last date listed. |
| c. CMS 2-1 (chronological file copies) | Destroy when 2 years old. |
| d. CMS 2-1 (working copies) | Destroy 90 days from receipt of last inventory |

- e. CMS 2-3 and/or CMS 2-4 (If only Confidential and below is listed, CMS 2-3 or CMS 2-4 need not be retained.)
original copies
working copies
Destroy 90 days from date all material listed is destroyed.
- f. Custodian/Alternate Letters of Appointment (CMS account and local holder)
Destroy when no longer needed.
Destroy upon appointment of replacement personnel.
- g. CMS Running Inventory, retyped pages
Destroy when 90 days old.
- h. CMS Running Inventory, pages removed because all listed items have been disposed of
Destroy when 90 days old.
- i. CMS Transaction Log, retyped pages
Destroy when accuracy of new page has been confirmed.
- j. CMS Transaction Log, entire, previous year's log
Destroy when 2 years old.
- k. CMS 16-1 Semi-Annual Inventory Report, Chronological File Copies
Destroy when 2 years old.
- l. CMS 16-1 Working Copies
Destroy when 90 days old.
- m. CMS 16-1 Change of Custodian
Destroy upon receipt of verification of next semi-annual inventory.
4. Destruction Records
- a. Local, used to record destruction of AL 3/AL 4
Destroy when 90 days old.

material (Required only for Secret and Top Secret material. If SF 153 used to summarize individual completed records for segmented keying material, those records may be destroyed as soon as SF 153 summary is verified)

b. Local, used to record destruction of AL 1/AL 2 material

Destroy when 90 days old, with submission of applicable CMS 2-1 (or SF 153) to DCMS

5. Local holder/user local inventory report.

Destroy when no longer needed.

6. General Messages (ALNAVs, ALCOMs, etc.) relating to CMS matters (excluding those documenting significant primary program policy matters filed in SSIC 2281)

Destroy upon cancellation by originator.

7. Routine messages relating to CMS matters

Destroy when 2 years old.

8. Directives, instructions messages and correspondence retained in the CMS directives file

Destroy upon cancellation or supersession of individual directive.

9. Progressive watch inventory

Destroy when 30 days old.

10. Receipts from ARFCOS, officer-messenger mail, courier mail, registered mail, and command controlled package number

Destroy when 1 year old.

11. Special Authorizations Correspondence

Destroy when requirement expires or is cancelled, or when special holdings become a permanent part of the command's authorized holdings.

SSIC 2281POLICY, PLANS, AND PROCEDURE

Records relating to development and implementation of plans, policy, procedures, doctrine, programming and guidance both internal and external to the Communications Security Material System, accumulated at the office of the Director, CMS and at the CNO level. Includes records relating to liaison and coordination matters and development and promulgation of procedural instructions applicable to the communication security of the Navy, Marine Corps, and Coast Guard operated communications.

Permanent. Retire to the Naval Security Group Central Depository, Crane IN, when 2 years old. Transfer to NARA entire record series or 5 year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5 year blocks thereof will then be transferred to NARA through appropriate channels.

SSIC 2282

Distribution and Allowance

Routine
Records relating to routine and emergency distribution of COMSEC keying material to CMS accounts.

~~Apply SSIC 2201.~~ Destroy when CMS material is cleared from account by Director, CMS (DCMS)

SSIC 2283

Accounting and Inventory Control

Routine
Records relating to the proper accounting for all COMSEC material from production to destruction.

~~Apply SSIC 2201.~~ Destroy when CMS material is cleared from account by DCMS

SSIC 2284

Automated Data Processing Support

Routine
Records relating to development, maintenance, and management of computer ADP systems in support of the Director, Communication Security Material Systems with regard to distribution, accounting, and material management of COMSEC material throughout the Department of the Navy.

~~Apply SSIC 2201.~~ Destroy when 2 years old or when no longer needed for operations, whichever is later.

SSIC 2285

COMSEC Material System Issuing Offices

Routine
Records relating to the secure stowage, accounting and distribution of cryptographic equipments, ancillary devices, keying material, operating and maintenance manuals, and COMSEC-related publications and forms to CMS accounts of the Navy, Marine Corps, and Coast Guard.

~~Apply SSIC 2201.~~
Destroy when account is closed.

SSIC 2300-2399

COMMUNICATIONS METHODS AND PROCEDURES RECORDS

1. GENERAL. These files include general communications methods and procedures records for the following areas: Traffic Handling/Processing; Traffic Analysis/Engineering; Quality Control; Communications Evaluation; Traffic Statistical Data; Communications Problems and Investigations; Message Formats and Procedures; General Routing Doctrine; Communication Alternate Routing (ALTRROUTE); Stabilized Routing for Afloat Commands; Worldwide Mobile Routing Index (WWMRI); ACP-117 Listing; Communications Guard Shift; Plain Language Address Directory (PLAD); AICs/CADs/General Message Records; Routing Indicators; International Call Signs, and Voice Call Signs.

SSIC 2300

GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS

COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND

1. FILES OF THE OFFICES OF THE DIRECTOR, NAVAL COMMUNICATIONS DIVISION (OP-941), AND THE COMMANDER, NAVAL TELECOMMUNICATIONS COMMAND (COMNAVTELCOM). Files include studies and reports that document the planning and development of telecommunications programs, policies, procedures, methods, and significant accomplishment. *(for routine general correspondence documenting the day to day administration of communications methods and procedures, use SSIC 2300.2)*

2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to the internal operations and administration of communications offices.

3. TECHNICAL COMMUNICATIONS PUBLICATIONS

a. Record Set. ~~One copy of each publication originated by cognizant activity is required to be maintained.~~

Retire the Washington National Records Center (WRC) when 10 years old. Transfer to the National Archives (NARA) when 20 years old.

Destroy when 2 years old.

Permanent Apply SSIC 2000.3 Retain on board. Destroy when no longer required for reference.

b. All Other Copies. Includes technical communications publications and instructions originated by outside activities, but used for reference in the performance of mission-related tasks.

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

See Add (G) on p. ^{II-32a, II-32b,} II-33, 33a, 33b, 33c
SSIC 2310

TRAFFIC HANDLING/PROCESSING RECORDS

1. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS

a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order.

(1) Intelligence summaries

Destroy when 30 days old.

(2) Messages maintained by hazardous duty ships

(a) Messages consisting of technical data relating to technical research operations

Destroy when purpose is served.

(b) All other messages

Destroy when 30 days old.

(3) Messages incident to distress or disaster

Destroy when 3 years old.

(4) Messages incident to or involved in any claim or complaint of which the command has been notified

Destroy when 2 years old or complaint has been fully satisfied, whichever is earlier.

(5) All other messages

Destroy when 3 months old.

b. Message Files of Fleet Broadcast

(1) Inactivation of USNS ships

Destroy upon inactivation.

Add (G)

SSIC 2310TRAFFIC HANDLING/PROCESSING RECORDS

1. OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV) COMMUNICATIONS CENTER

a. All incoming and outgoing messages received, relayed or sent (by whatever means) by the Office of the chief of Naval Operations, Washington, DC.

(1) Silver halide microform message files arranged in date time group order.

Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

(2) Paper copies of messages.

Destroy when microform copy has been verified.

(3) Magnetic tape copy of message files.

Destroy when no longer required for reference use.

b. Microform index to OPNAV message files showing date time group, originator, classification, special handling instructions, and location on the microform.

Permanent. Cut off annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

2. COMMANDER IN CHIEF U.S. PACIFIC COMMAND (CINCUSPACOM) AND COMMANDER IN CHIEF ATLANTIC (CINCLANT) COMMUNICATIONS CENTERS

a. All incoming and outgoing messages received, relayed, or sent (by whatever means) by CINCUSPACOM and CINCLANT that are identified under SSIC's 3000 to 3999 (Operations and Readiness subjects) and SSIC's 4900 to 4960 (Foreign Military Assistance and Mutual Security Programs subjects).

II-32a

Add (G) (cont.)

(1) Microform copy

Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

(2) Magnetic tape and paper copies

Destroy when microform copy has been verified.

(3) Indexes to microform message files

Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.

Add ⑨ (cont.)

~~SSIC 2310~~~~TRAFFIC HANDLING/PROCESSING RECORDS~~

3A. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS

a. Message Center Files. Ship's copies of all messages received or sent (by whatever means), filed chronologically in date-time-group order. Includes magnetic tape copy.

- | | |
|--|-----------------------------|
| (1) Intelligence summaries | Destroy when 10 days old. |
| (2) Messages incident to distress and disaster | Destroy when 3 years old. |
| (3) Messages incident to or involved in any complaint of which the command has been notified | Destroy when 2 years old. |
| (4) General messages (such as ALNAVS) | Destroy when cancelled. |
| (5) Meteorological maps and summaries | Destroy when 2 days old. |
| (6) Facsimiles | Destroy when 60 days old. |
| (7) Commercial message traffic | Destroy when 12 months old. |
| (8) Monitor rolls and message tapes for relay purposes only | Destroy when 1 day old. |
| (9) All other messages, including key-punched cards, SPECAT SIOP-ESI files, Communications Center Master file, and Cryptocenter file | Destroy when 60 days old. |

Add ⑨ (cont.)

b. Message Files of Fleet Broadcast

(1) USNS ships

Destroy ^{when 30 days} ~~upon inactivation~~
~~of vessel~~ old.

(2) All other message files of fleet

broadcasts

Destroy when 10 days old
or when no longer needed
for reference, whichever
is later.c. Visual Station messages (sent via flag hoist,
semaphore, and flashing light)

Destroy when 6 months old

42. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING
MESSAGES ABOARD NAVAL SHIPS

a. Central message log

Destroy when 60 days old.

b. Cryptocenter destruction log

Destroy when 2 years old.

c. Top Secret control log

Destroy when 60 days old.

d. Watch-to-watch Inventory

Destroy when 30 days old.

e. Circuit (Teletype) log and monitor rolls

Destroy when 60 days old.

f. Tape relay station monitoring tapes or page
copies of outgoing messages and service desk rerun records
(primarily relay station log records of all messages)

Destroy when 30 days old.

g. Visual Station logs

Destroy when 6 months old

Add ⑨ (cont.)

52. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit copies (magnetic tapes) of messages received or sent, regardless of media by which transmitted, since they are filed in the action office as part of the appropriate general correspondence file (subject file, case file, or other official records series) documenting the program or function to which the messages relate. These are retained or destroyed periodically in accordance with authorized instructions for other SSIC's in this manual.

a. Message Center Files

- (1) Intelligence summaries Destroy when 10 days old.
- (2) Messages incident to distress and disaster Destroy when 3 years old.
- (3) Messages incident to or involved in any complaint of which the command has been notified Destroy when 2 years old.
- (4) General messages (such as ALNAVS) Destroy when cancelled.
- (5) Meteorological maps and summaries Destroy when 2 days old.
- (6) Facsimiles Destroy when 60 days old.
- (7) Commercial message traffic Destroy when 12 months old.
- (8) Monitor rolls and messages tapes for relay purposes only Destroy when 1 day old.
- (9) All other messages, including key-punched cards, SPECAT SIOP-ESI files, Communications Center Master file, and Cryptocenter file Destroy when 60 days old.

Add ⑨ (cont.)

b. Message Files of Fleet Broadcast

- | | |
|---|--|
| (1) USNS ships | Destroy upon inactivation of vessel) |
| broadcasts (2) All other message files of fleet | Destroy when 10 days old or when no longer needed for reference, whichever is later. |

6 A. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT SHORE STATIONS

- | | |
|---|---------------------------|
| a. Central message log | Destroy when 60 days old. |
| b. Cryptocenter destruction log | Destroy when 2 years old. |
| c. Top Secret control log | Destroy when 60 days old. |
| d. Watch-to-watch Inventory | Destroy when 30 days old. |
| e. Circuit (Teletype) log and monitor rolls | Destroy when 60 days old. |
| f. Tape relay station monitoring tapes or page copies of outgoing messages and service desk rerun records (primary relay station log records of all messages) | Destroy when 30 days old. |
| 75. EXERCISE MESSAGE HANDLING RECORDS. Records pertaining to the transmission, routing, and handling of exercise messages. | Destroy when 1 year old. |

SSIC 2311TRAFFIC ANALYSIS/ENGINEERING RECORDS

1. TRAFFIC ENGINEERING RECORDS. Records pertaining to the development of message flow schemes between ships and shore stations. Files include orderwires and interfaces between satellite and nonsatellite commercial and Allied systems. These records are used for design of engineering purposes and pertain to the management of the flow of message traffic. Destroy when 5 years old.
2. SPEED OF SERVICE OF TELECOMMUNICATIONS RECORDS.
- a. Broadcast messages including speed of service Destroy when 1 month old.
- b. Magnetic tapes selecting data extracts of elements of message traffic for the purpose of analysis Destroy when 1 year old.
3. GENERAL CORRESPONDENCE FILES. Routine files pertaining to traffic handling with reference to analysis, quality control, message format, and procedures (excluding primary program records filed in 2000.1) Destroy when 2 years old.

SSIC 2313QUALITY CONTROL RECORDS

- ~~1.~~ GENERAL CORRESPONDENCE FILES. ^{Routine} Files pertaining to quality control of telecommunications traffic and messages. ^{These} files relate to error rates and retransmission rates. Destroy when 1 year old.

SSIC 2314

COMMUNICATIONS EVALUATION RECORDS. Case files at COMNAVTELCOM containing evaluations of requests for solving communications or technical problems, e. g. overloading circuits.

Destroy 2 years after action is completed or when no longer needed for reference after action is completed, whichever is later.

SSIC 2316

TRAFFIC STATISTICAL DATA RECORDS. Records filed at COMNAVTELCOM concerning trends and statistics for message traffic volumes, manual intervention rates, and availabilities and reliabilities for the principal Navy message handling systems. Includes statistics on AUTODIN volumes.

- a. Input reports from many sources
- b. Naval Telecommunications System Performance annual report compiled from input reports

Destroy when 2 years old.

Permanent. Retire to FRC when 10 years old. Transfer to NARA when 20 years old.

SSIC 2319MESSAGE FORMATS AND PROCEDURES RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to message formats and procedures.

Retain on board. Destroy when superseded, obsolete, or no longer required, whichever is earlier.

SSIC 2320GENERAL ROUTING DOCTRINE RECORDS

1. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers related to interal operations and administration of message routing.

Destroy when 2 years old.

2. PUBLICATIONS AND INSTRUCTIONS. These publications and instructions govern message routing and provide general routing doctrine.

Retain on board. Destroy when superseded, cancelled, or no longer required for reference, unless otherwise directed by applicable regulations.

SSIC 2321COMMUNICATION ALTERNATE ROUTING (ALTROUTE) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files Pertaining to ALTROUTE.

Destroy when 1 year old.

SSIC 2322STABILIZED ROUTING FOR AFLOAT COMMAND (STROFAC) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to STROFAC, *temporary circuit routes* ^{continely} *es tablished for 90 days.*

Destroy when 1 year old.

SSIC 2324ACP-117 LISTING RECORDS

1. GENERAL CORRESPONDENCE FILES. Files Pertaining to Allied Command Publication 117 (ACP-117).

Retain on board. Destroy when incorporated in revised edition or change to ACP-117.

SSIC 2325COMMUNICATIONS GUARD SHIFT RECORDS

~~1. GENERAL CORRESPONDENCE FILES.~~ ^{MESSAGES} Files pertaining to communications guard shifts.

Destroy when 1 month old.

SSIC 2340GENERAL ADDRESS DESIGNATORS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files include reports and other papers related to plain language addresses, address indicator groups, collective address designators, and call signs.

Destroy when 2 years old.

2. PUBLICATIONS AND INSTRUCTIONS. These govern PLAs, AIGs, CADs, and call signs.

Retain on board. Destroy when superseded, cancelled, or no longer needed, unless otherwise directed by applicable regulations.

SSIC 2341**PLAIN LANGUAGE ADDRESS DIRECTORY (PLAD) RECORDS**

1. GENERAL CORRESPONDENCE FILES. Files pertaining to the PLAD. Destroy when 2 years old.

SSIC 2342**AIG'S/CAD'S/GENERAL MESSAGE RECORDS**

1. GENERAL CORRESPONDENCE FILES. Files pertaining to address indicating groups (AIGs), collective address distribution (CADs), and general messages.

a. CADs

Destroy when ~~2~~¹ year~~s~~ old.

b. AIGs and General Messages

Destroy when 1 year old.

SSIC 2343**ROUTING INDICATORS RECORDS**

1. GENERAL CORRESPONDENCE FILES. Files pertaining to routing indicators. Destroy when 1 year old.

SSIC 2344**INTERNATIONAL CALL SIGNS RECORDS**

1. GENERAL CORRESPONDENCE FILES. Files pertaining to international call signs. Destroy when 3 years old.

SSIC 2345

VOICE CALL SIGNS RECORDS

- 1. GENERAL CORRESPONDENCE FILES. Files pertaining to voice call signs. Destroy when 3 years old.

SSIC 2400-2499

ELECTROMAGNETIC SPECTRUM RECORDS

SSIC 2400

GENERAL MANAGEMENT RECORDS

- 1. GENERAL SPECTRUM MANAGEMENT RECORDS. Record pertaining to the electromagnetic spectrum. Retain on board. Destroy when 5 years old.
- 2. SPECTRUM MANAGEMENT TRAINING RECORDS. Records pertaining to allocations, electromagnetic compatibility, and related areas of frequency management. Destroy when 2 years old.
- 3. SPECTRUM MANAGEMENT AUTOMATION RECORDS. Records pertaining to development and use of computer programs in connection with frequency allocations and assignment functions. Destroy when 2 years old.

SSIC 2410

ALLOCATION/ASSIGNMENT RECORDS

Add (H) on p. II-39a

- 1. ALLOCATION RECORDS. Records documenting the application, coordination, approval, and authorization of frequency allocations for operational use of telecommunication equipment and systems. Retain on board. Destroy when 25 years old.

Add (H)

SSIC 2410ALLOCATION/ASSIGNMENT RECORDS

1. ALLOCATION RECORDS. Records documenting the application, coordination, approval, and authorization of frequency allocations for operational use of telecommunication equipment and systems.

Transfer to WNRC on revocation of allocation. Destroy 10 years after revocation. (NC1-38-79-2)

2. ASSIGNMENT RECORDS. Records of proposals, authorizations, assignments, deletions, and cumulative resources of radio frequencies for the operation of telecommunication equipment.

a. Changes to frequency assignments made on-line in the Frequency Resource Records System, maintained by the Electromagnetic Compatibility Analysis Center for the Department of Defense. Also, in-put to systems operated by any other Federal government agency.

Overwrite old assignments when obsolete.

b. Paper records on assignments, whether above or below 30 MHZ. *Includes electronic environment studies used to evaluate feasibility of assigning new frequencies.*

Retain on board. Destroy 2 years after revocation.

II-39a

2. ASSIGNMENT RECORDS. Records of proposals, authorizations, assignments, deletions, and cumulative resources if radio frequencies for the operation of telecommunication equipment.

Retain on board. Destroy when radio frequency has been cancelled or reassigned.

3. ASSIGNMENT BELOW 30 MHZ RECORDS. Records of proposals, authorizations, assignments, deletions, and resources of radio frequencies below 30 MHZ for the operation of telecommunication equipment.

Destroy when 2 years old.

4. ASSIGNMENT ABOVE 30.1 MHZ RECORDS. Records of proposals, authorizations, assignments, deletions, and resources of radio frequencies above 30.1 MHZ for the operation of telecommunication equipment.

Destroy when 2 years old.

SSIC 2420

INTERFERENCE RECORDS

1. RADIO FREQUENCY INTERFERENCE RECORDS. Records of electromagnetic disturbances which interrupt, obstruct, or degrade the effective performance of telecommunication electronic equipment.

Destroy when 2 years old.

2. RADIO NOISE RECORDS. Records of background noise created by natural or man made causes.

Destroy when 2 years old.

3. INTERFERENCE (MAN MADE) RECORDS. Records of electromagnetic noises generated by machines or other devices which degrade the effective performance of telecommunication electronic systems.

Destroy when 2 years old.

4. ELECTROMAGNETIC PULSE (EMP) RECORDS. Records of the degradation effect of radio frequency energy created by nuclear explosions on communication/electronic equipment or systems.

Destroy when 2 years old.

(Excluding summaries and primary program records filed in SSIC 2000.1)

SSIC 2430

PROPAGATION RECORDS

1. PROPAGATION RECORDS. Records of special frequency predictions including tables of maximum usable frequency/frequency optimum traffic (MUF/FOT) for times of day.

Destroy when 2 years old.

SSIC 2440

USAGE RECORDS

1. FREQUENCY USAGE RECORDS. Records of actual usage of radio frequencies. (NCI-38-79-2)

Destroy when ¹⁰2 years old.

SSIC 2450-2459

ELECTROMAGNETIC COMPATIBILITY RECORDS

SSIC 2450

GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS

1. ELECTROMAGNETIC COMPATIBILITY ANALYSIS CENTER (ECAC) RECORDS. Records pertaining to the assistance and advice provided the Department of Defense (DOD) on electromagnetic compatibility (ECM) matters.

Destroy when 2 years old.

ELECTROMAGNETIC COMPATIBILITY
2. ~~ECM~~ SHIPBOARD PROGRAM RECORDS. Records of programs devoted to assure ECM on board ships.

Destroy when 2 years old.

ELECTROMAGNETIC COMPATIBILITY
3. ~~ECM~~ AIRCRAFT PROGRAM RECORDS. Records of programs devoted to assure ECM in aircraft.

Destroy when 2 years old.

ELECTROMAGNETIC COMPATIBILITY

4. OTHER ~~ECM~~ RECORDS. Records pertaining to the compatability of communication/electronic equipment to be operated in their intended operational electromagnetic environment without causing unacceptable performance degradation.

Destroy when 2 years old.

ELECTROMAGNETIC COMPATIBILITY

5. ~~ECM~~ PROGRAM FUNDS RECORDS. Records of funds committed to assure ECM throughout the DOD.

Destroy when 2 years old.

SSIC 2460-2469

FREQUENCY SOUNDERS RECORDS

SSIC 2460

GENERAL FREQUENCY SOUNDERS RECORDS

1. RADIO FREQUENCY COORDINATION RECORDS. Records pertaining to inter-service and intra-service coordination and national and international coordination frequency assignments.

Destroy when 2 years old.

2. RADIO FREQUENCY ENERGY RECORDS. Records of energy (power) produced in radio frequency portion of the electromagnetic spectrum by devices and communication/electronic equipment or systems.

Destroy when 2 years old.

3. RADIATION HAZARD (RADHAZ) RECORDS. ^{Routine} Records of the effect of radio frequency energy on personnel, flammable mixtures, ordnance, and communication/electronic equipment from a hazard standpoint. (Excluding policy and standard procedure records filed under SSIC 5100, Safety and Occupational Health)

Destroy when ⁶/~~2~~ years old.

SSIC 2500-2599SI COMMUNICATIONS RECORDS

THE RECORDS IN THIS (2500-2599) SERIES ARE RELATED TO GENERAL SPECIAL INTELLIGENCE (SI) COMMUNICATIONS (SI COMMUNICATIONS PLANNING AND MANAGEMENT, SI COMMUNICATIONS PROCEDURES, AND SI COMMUNICATIONS EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL) RECORDS AND INCLUDE SI COMMUNICATIONS SYSTEMS (MULTI-USER SI COMMUNICATIONS CENTER, SI OFF-LINE ENCRYPTED COMMUNICATIONS SYSTEMS, SI RED LINE MULTIPLEXING SYSTEMS (LEMONADE), CLASSIC WIZARD COMMUNICATIONS SYSTEMS, AUTOMATIC PROCESSING SYSTEMS FOR MESSAGES, AND SI AUTODIN LIMITED PRIVACY SERVICE (ALPS)), SI HIGH FREQUENCY DIRECTION FINDING (HFDF) COMMUNICATION SYSTEMS (SI HFDF COMMUNICATIONS RELIABILITY REPORTS AND SI HFDF COMMUNICATIONS CONTROL SHIFTS), AND SI TACTICAL COMMUNICATIONS (SI AIR/GROUND COMMUNICATIONS SYSTEMS, SI SHIP/SHORE COMMUNICATIONS SYSTEMS, SI MOBILE COMMUNICATIONS--SHORE BASED, SI MOBILE COMMUNICATIONS--AFLOAT, SI TACTICAL EXCHANGE AUTOMATED SYSTEM (TEXAS), SI TACTICAL INTELLIGENCE COMMUNICATIONS SYSTEM, AND SI OPERATIONAL INTELLIGENCE COMMUNICATIONS SYSTEMS) RECORDS.

SSIC 2500

SI COMMUNICATIONS RECORDS - GENERAL. Records dealing with communications which exist to support a Cryptologic and/or Sensitive Compartmented Information (SCI) mission. These communications consist of Systems, Networks, Circuits, and Facilities at locations where cryptologic functions are performed by personnel of the Naval Security Group and those portions of the Naval Intelligence Command operated by Navy or Marine Corps personnel. These are documents concerning telecommunications systems and not text actually transmitted via the systems.

1. PRIMARY PROGRAM CORRESPONDENCE filed at CNO, COMNAVSECGRU, Commander, Naval Intelligence Command, and at Flag level headquarters. These include memoranda, letters, messages, reports, and attachments documenting high level Navy SI Communications policy.

Permanent. Retire to the Naval Security Group Central Depository, Crane IN, when 2 years old. Offer to NARA entire record series or 5 year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5 year blocks thereof will then be transferred to NARA.

2. ROUTINE ADMINISTRATIVE CORRESPONDENCE. Correspondence, reports, and messages documenting routine matters at all other naval activities.

Destroy when 2 years old.

II - 436

SSIC 2501**SI COMMUNICATIONS PLANNING AND MANAGEMENT**

Records relating to the Planning, Programming, Directing, and Coordinating Cryptologic Communications Systems within NAVSECGRU such as: Implementing Plans, Doctrine, Programming, and Guidance developed by NSA; maintaining liaison and coordination with agencies involved in communications matters of NAVSECGRU interest and responsibility; developing and promulgating procedural instructions applicable to Navy-Operated Communications; and the review and evaluation of NAVSECGRU Field Station Communications Performance.

- | | |
|--|---|
| 1. PRIMARY PROGRAM RECORDS. Records relating to the Navy's policy and doctrine regarding SI communications planning at CNO, COMNAVSECGRU, Commander, Naval Intelligence Command, and at Flag level headquarters. | Permanent. Transfer to NARA in accordance with SSIC 2500.1. |
| 2. ROUTINE ADMINISTRATIVE CORRESPONDENCE. Correspondence, reports, and messages documenting routine matters at all other naval activities. | Destroy when 2 years old. |
| 3. PLANS. | |
| a. Record Copy of Navy originated plans. | Permanent. Transfer to NARA in accordance with SSIC 2500.1. |
| b. All other copies. | Destroy when no longer required for reference. |

SSIC 2502**SI COMMUNICATION PROCEDURES**

1. **ROUTINE OPERATIONAL CORRESPONDENCE.** Concerns the procedures used in operating telecommunications systems.

Destroy when no longer needed for operations.

2. **PUBLICATIONS.**

- a. Record copy of those developed by Naval program program sponsor.

Permanent. Retire to the Naval Security Group Central Depository, Crane IN, when 2 years old. Offer to NARA entire record series or 5 year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5 year blocks thereof will then be transferred to NARA through appropriate channels.

- b. All other copies.

Destroyed when superseded.

SSIC 2506SI COMMUNICATIONS EQUIPMENT AND CONFIGURATION CONTROL

Records relating to all proposed changes to the Baseline Software and Hardware Configuration items evaluated and discussed by all interested parties during the Configuration Control Board (CCB) meeting. Includes information on design such as wiring diagrams and blueprints.

- | | |
|--|---|
| 1. Minutes of Board meetings and supporting technical documents, including wiring diagrams and blueprints. | Permanent. Transfer to NARA in accordance with 2500.1 |
| 2. Routine administrative correspondence. | Destroy when relevant system is superseded. |

II-446

SSIC 2510

SI COMMUNICATIONS SYSTEMS

Delete this SSIC.

Add (I) from p II-45a + b

Apply SSIC 2502.

SSIC 2511

MULTI-USER SPECIAL INTELLIGENCE COMMUNICATIONS SYSTEMS (MUSIC)

Records relating to the Music Automated Communications System that interfaces existing communications networks and incorporates Tactical Intelligence Communications Center (TICC) functions within a single system.

Apply SSIC ~~2201~~
2510

SSIC 2512

SI OFF-LINE ENCRYPTED COMMUNICATIONS SYSTEMS

Concerns a variety of off-line cryptographic equipments and their use for transmission of message traffic.
~~Delete this SSIC.~~

Apply SSIC ~~2502~~
2510

SSIC 2513

SI RED LINE MULTIPLEXING SYSTEMS (LEMONADE)

PROJECT
to the time division multiplexing of multiple circuits into a single transmitted data stream.
~~Delete this SSIC.~~

Apply SSIC ~~2502~~
2510

SSIC 2515

CLASSIC WIZARD COMMUNICATIONS SYSTEMS

Records relating to a group of Regional Reporting Centers (co-located with NAVSECGRU stations) which provide special mission support to Tactical/National Consumers. *A system that provides telecommunication support for project CLASSIC WIZARD*

Apply SSIC ~~2502~~
2510

Add (I)

SSIC 2510SI COMMUNICATIONS SYSTEMS - GENERAL

Consolidates records under SSICs 2511-2517 which are telecommunications systems used for transmission of security information developed by operational users.

1. PRIMARY PROGRAM CORRESPONDENCE. Kept at CNO, COMNAVSECGRU, and Flag level headquarters, and office of program sponsor. Includes plans for installation, concepts of operations, and records relating to actual installation, concepts of operations, and records relating to actual installation schedules and system obsolescence and removal. *For routine administrative correspondence at these commands, use SSIC 2510.2.*

Permanent. Retire to the Naval Security Group Central Depository, Crane IN, when 2 years old. Offer to NARA entire record series or 5 year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5 year blocks thereof will then be transferred to NARA through appropriate channels.

2. ROUTINE OPERATIONAL AND ADMINISTRATIVE CORRESPONDENCE AT ALL OTHER NAVAL ACTIVITIES.

Destroy when 2 years old.

3. PUBLICATIONS.

II-45a

a. Record copy of those developed by Naval program sponsor.

Permanent. Follow instructions for SSIC 2510.1.

b. All other copies.

Destroy upon supersession.

SSIC 2516

AUTOMATIC PROCESSING SYSTEM FOR SI MESSAGES. Covers ADP systems used for transmission of messages among naval and Department of Defense (DOD) command elements.

Apply appropriate sub-item of SSIC 2510.

SSIC 2517SI AUTODIN LIMITED PRIVACY SERVICE (ALPS)

Records relating to AUTODIN Limited Privacy Service (ALPS) which is a communications handling system that allows for protection of electronically transmitted compartmented messages via the Autodi/DSSCS without formal indoctrination of Automatic Switching Center (ASC) personnel.

Apply appropriate sub-item of SSIC 2510.

SSIC 2520SI HIGH FREQUENCY DIRECTION FINDING (HFDF) COMMUNICATION SYSTEMS

Records relating to circuitry used for transmission of HFDF data.

Apply appropriate sub-item of SSIC 2510.

SSIC 2521SI HFDF COMMUNICATIONS RELIABILITY REPORTS

Monthly reports on circuit reliability.

Destroy when 2 years old.

SSIC 2522SI HFDF COMMUNICATIONS CONTROL SHIFTS

Records relating to shift of network control among various stations.

Destroy when 1 year old.

II-46a

Add (J) from p II-47a

SSIC 2530

SI TACTICAL COMMUNICATIONS

Delete this SSIC.

Apply SSIC 2502.

SSIC 2531

SI AIR GROUND COMMUNICATIONS SYSTEM

Operational

Records relating to the SI Air Ground Communications System which provides specific aircraft secure communications with designated SI capable ships and/or NAVSECGRU Shore Stations.

appropriate sub-item of
25-30
Apply SSIC ~~2201~~.

SSIC 2532

SI SHIP SHORE COMMUNICATIONS SYSTEMS

Records relating to SI Ship Shore Communications Systems.

appropriate sub-item of
25-30
Apply SSIC 2201.

SSIC 2533

SI MOBILE COMMUNICATIONS - SHORE BASED

Records relating to various Tactical SI Communications and Encryption Systems used by the USMC for cryptologic support to amphibious warfare during amphibious assaults and when ashore.

appropriate sub-item of
25-30
Apply SSIC ~~2201~~.

Add (J)

SSIC 2530SI TACTICAL COMMUNICATIONS - GENERAL

Consolidates records of SSICs 2531-2537 concerning telecommunications systems and circuitry in support of tactical operations.

1. PRIMARY PROGRAM CORRESPONDENCE kept at CNO, COMNAVSECGRU, Flag headquarters, and office of program sponsor. Includes plans for installation, concept of operations, and records relating to actual installation schedules and system obsolescence and removal. *For routine administrative correspondence at these commands, use SSIC 2530.2.*

Permanent. Retire to the Naval Security Group Central Depository, Crane IN, when 2 years old. Offer to NARA entire record series or 5 year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable. The entire series of these records or 5 year blocks thereof will then be transferred to NARA through appropriate channels.

2. ROUTINE OPERATIONAL AND ADMINISTRATIVE CORRESPONDENCE AT ALL OTHER NAVAL ACTIVITIES.

Destroy when 2 years old.

3. PUBLICATIONS.

a. Record copy of those developed by Naval program sponsor.

Permanent. Follow instructions for SSIC 2530.1.

b. All other copies.

Destroy upon supersession.

II-476

SSIC 2534

SI. MOBILE COMMUNICATIONS - AFLOAT

Operational
Records relating to various Tactical SI Communications Systems used to provide real-time cryptologic and intelligence support to battle group commanders, between units of a battle group, and for various special operations. Systems include Encrypted Voice, Data, and Imagery transmitted via UHF SATCOM, Long Haul HF, and several Frequency Bands for Line-Of-Sight.

and circuitry } appropriate sub-item of
Apply SSIC ²⁵³⁰ 2201.

SSIC 2535

SI TACTICAL EXCHANGE AUTOMATED SYSTEM (TEXAS)

~~Delete this SSIC.~~ Records concerning an obsolete system providing circuit interconnections for transmission of data among naval and other DoD activities.
SSIC 2536

Apply SSIC ²⁵³⁰ 2502.

SI TACTICAL INTELLIGENCE COMMUNICATIONS SYSTEMS (TACINTEL)

Records relating to the SI Tactical Intelligence Communications System (TACINTEL) which is a member of the family of automated information exchange subsystems developed under the FLTSATCOM program to support the rapid interchange of information between mobile terminals.

Apply SSIC ²⁵³⁰ 2201.

appropriate sub-item of
appropriate sub-item of

SSIC 2537

SI OPERATIONAL INTELLIGENCE COMMUNICATIONS (OPINTEL)

Records relating to the SI Operational Intelligence Communications (OPINTEL) Broadcast which provides a means for broad and rapid dissemination of Operational Intelligence, Communications Intelligence (COMINT), SI, and Special Weather Intelligence (SWI) to selected fleet units and commanders afloat.

Apply ²⁵³⁰ SSIC 2201.

appropriate sub-item of

SSIC 2538

SI SUBMARINE SATELLITE INFORMATION EXCHANGE SUBSYSTEM (SI SSIXS)

Records relating to the SI Submarine Satellite Information Exchange Subsystem (SI SSIXS) which is a communications relay system designed to provide high data rate message delivery to submarines.

Apply ²⁵³⁰ SSIC 2201.

appropriate sub-item of

SSIC 2700-2799

AFLOAT COMMUNICATIONS RECORDS

SSIC 2700

GENERAL AFLOAT COMMUNICATIONS RECORDS

1. OPLANS (AFLOAT COM OPS) RECORDS. Records pertaining to afloat communication OPLANS for monitoring (NTS) participation.

Destroy when 2 years old or when superseded, whichever is earlier.

Naval Telecommunications System

SSIC 2710**CIRCUITRY AND NETWORKS RECORDS**

1. GENERAL CORRESPONDENCE FILES. Files relating to circuitry and networks. Destroy when 2 years old.

SSIC 2720**EXERCISES RECORDS**

1. EXERCISE (AFLOAT COM OPS) RECORDS. *Routine operational* Records relating to afloat communication exercises. Destroy when 2 years old.

SSIC 2730**REQUIREMENTS RECORDS**

1. GENERAL CORRESPONDENCE FILES. Files pertaining to requirements of general circuitry and networks. Destroy when 1 year old.

SSIC 2740READINESS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to reporting of readiness of general circuitry and networks. *Records cite problems encountered with circuits on ship while it is underway.* Destroy when 1 year old.

SSIC 2750PLANS RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to plans of general circuitry and networks and to plans for tactical nets between ships, aircraft, and shore stations. Destroy when 2 years old.

SSIC 2760OPERATING RECORDS

1. FLEET OPERATIONAL TELECOMMUNICATIONS PROGRAM (FOTP) RECORDS. Records pertaining to development, enhancement, and operation of the FOTP. *reporting system, which establishes time criteria for broadcast shifts, messages, equipment.* Destroy when 2 years old.
2. OTHER OPERATIONS RECORDS. Records pertaining to the *routine requirements of* operation of general circuitry and networks and to the operation of tactical nets between ships, aircraft, and shore stations. Destroy when 2 years old.

SSIC 2780

QUALITY MONITORING AND CONTROL RECORDS

1. OPERATIONAL READINESS EVALUATION (ORE) RECORDS. Records pertaining to exercises, discrepancies, feedback, and resolution of problems relating to ORES ~~conducted for NAVCAMS.~~
(Excluding primary program records filed in SSIC 2000.1)

(shipboard level inspections)

Destroy when 2 years old.

2. OTHER QUALITY MONITORING AND CONTROL RECORDS. Records pertaining to quality monitoring and control of afloat communication operations.

Destroy when 2 years old.

SSIC 2790

AFLOAT COMMUNICATIONS SUPPORT RECORDS

1. PERFORMANCE EVALUATION (AFLOAT COM SPT) RECORDS. Records pertaining to support of afloat communications.

Destroy when 2 years old.

2. OTHER AFLOAT COMMUNICATIONS SUPPORT RECORDS. Record pertaining to support of afloat communications.

Destroy when 1 month old.

SSIC 2791

COMMUNICATIONS AREA MASTER STATION (CAMS) RECORDS

1. CAMS RECORDS. Records pertaining to the operational requirements of the CAMS, support provided, and missions accomplished. *(Excluding primary program records filed in SSIC 2000.1)*

Destroy when 2 years old.

2. *TRAFFIC HANDLING/PROCESSING RECORDS*

Apply appropriate sub-item of SSIC 2310.

SSIC 2792

PRIMARY SUPPORT STATION RECORDS (NAVAL COMMUNICATIONS STATIONS AND NAVAL COMMUNICATIONS UNITS)

- 1. PRIMARY SUPPORT STATION (AFLOAT COM SPT) RECORDS. Records pertaining to the operational requirements, support provided, and missions accomplished by the NTS primary support stations. *(Excluding primary program records filed in SSIC 2000.1)* Destroy when 2 years old.
- 2. PRIMARY/SECONDARY SHIP/ShORE SYSTEM RECORDS. Records pertaining to the planning, operation, and resources in support of the primary/secondary ship/shore communication system. Retain on board. Destroy when 5 years old.
- 3. TRAFFIC HANDLING/PROCESSING RECORDS. Follow instructions for SSIC 2310.

SSIC 2793

RESIDUAL STATION RECORDS (NAVAL TELECOMMUNICATIONS CENTER)

- 1. RESIDUAL STATION (AFLOAT COM SPT) RECORDS. Records pertaining to the operational requirements, support provided, and missions accomplished by the NTS residual support station. *(Excluding primary program records filed in SSIC 2000.1)* Destroy when 2 years old.

SSIC 2797

HIGH COMMAND (HICOM) RECORDS

- 1. HICOM COMMUNICATIONS NETS RECORDS. Records pertaining to planning for changes in configuration to CNO or fleet commander HICOM nets, its operations, programming, funding and maintenance of the system. *(Excluding primary program records filed in SSIC 2000.1)* Retain on board. Destroy when 5 years old.

SSIC 2800-2899

COMMUNICATIONS PLANS, PROGRAMS, AND REQUIREMENTS RECORDS

- 2. TRAFFIC HANDLING/PROCESSING RECORDS Apply appropriate sub-item of SSIC 2310.

SSIC 2800GENERAL COMMUNICATIONS PLANS, PROGRAMS, AND REQUIREMENTS RECORDS

Apply SSIC 2000.4

SSIC 2801SUBSYSTEM PROJECT PLAN (SPP) RECORDS

1. GENERAL CORRESPONDENCE FILE. Files pertaining to major telecommunications subsystems which require separate approval and funding from the parent program. *(Excluding primary program records filed in SSIC 2000.1)*

Retain on board. Destroy when 5 years old.

SSIC 2802MANAGEMENT ENGINEERING PLAN (MEP) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files pertaining to the assignment of responsibility for management engineering, operation, and maintenance of facilities of the Naval Telecommunication or Defense Communications Systems. *(Excluding primary program records filed in SSIC 2000.1)*

Retain on board. Destroy ^{1 year} when ~~20 years old~~ after disestablishment of installation.SSIC 2803MASTER INSTALLATION INFORMATION PLAN (MIIP) RECORDS

1. GENERAL CORRESPONDENCE FILES. Files prepared by major claimants for subordinate activities listing projects to be implemented. *(Excluding primary program records filed in SSIC 2000.1)*

Destroy when 5 years old or superseded, whichever is later.

SSIC 2804**BASIC ELECTRONICS SYSTEM ENGINEERING PLAN (BESEP) RECORDS**

1. GENERAL CORRESPONDENCE FILES. Files and records of BESEP prepared by NAVELEXSYSCOM field activities on telecommunication projects.

Destroy when 5 years old.

SSIC 2805**COMMUNICATIONS LONG AND MID-RANGE PLANNING RECORDS**

Apply SSIC 2000.4

SSIC 2830-2839**COMMUNICATION CONSOLIDATION RECORDS**

SSIC 2830GENERAL COMMUNICATION CONSOLIDATION RECORDS

1. JOINT STANDARDS AND INTEROPERABILITY RECORDS. Records pertaining to standards of interoperability among Army, Navy, Air Force, and Coast Guard. Retire to WNRC when 3 years old. Destroy when 10 years old.
2. AUS-CAN-NZ-UK-US; NATO; AND BILATERAL/REGIONAL INTEROPERABILITY RECORDS. These are records pertaining to interoperability of communications equipment to be sold, leased, or loaned, or pertaining to the exchange of communication information between the Navies of Australia, Canada, New Zealand, the United Kingdom, and the United States; between the United States and other NATO countries; and between the United States and individual foreign countries (bilateral) and regions. These are not FMS records (see SSIC 4920)
- a. Records concerning interoperability policy and programs. Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.
- b. Routine administrative records. Destroy when 5 years old.
3. DEFENSE COMMUNICATIONS SYSTEMS RECORDS. Routine administrative records pertaining to the consolidation of the development effort of systems design of the major telecommunications systems used by the military services and Department of Defense. (excluding primary program records relating to Navy policies filed in SSIC 2000.1) Destroy when 3 years old.
4. NON-DOD TELECOMMUNICATIONS RECORDS. Records pertaining to the State Department or maritime, commercial, or other communications not under DOD. (Excluding primary program records relating to Navy policies filed in SSIC 2000.1) Destroy when 3 years old.

5. AGREEMENTS AND MEMORANDA OF UNDERSTANDING CONCERNING CROSS SERVICING OF TELECOMMUNICATIONS. These policy records relate to inter-service, inter-agency, and Allied agreements. Permanent. Retire to WNRC when 10 years old. Transfer to NARA when 25 years old.
6. MF/HF AND VHF/UHF EQUIPMENT RECORDS. Routine administrative and operational records pertaining to the interoperability of radio equipment installed in aircraft and equipment afloat and ashore dedicated to aircraft communications. (Excluding primary program correspondence filed under 2000.1) Destroy when 5 years old.
7. AIR TRAFFIC CONTROL RECORDS. Records pertaining to the coordination between the military services and the federal government of air traffic control. (Excluding primary program records filed under 2000.1) Destroy when 5 years old.
8. AIRCRAFT COMMUNICATIONS PROCEDURES RECORDS. Routine records concerning coordination of aircraft communications procedures including secure and non-secure voice, authentication, distress, and lost communications procedures. (Excluding primary program records filed under 2000.1) Destroy when 5 years old.

SSIC 2860-2869**MILITARY COMMUNICATIONS ELECTRONICS BOARD (MCEB) RECORDS****SSIC 2860****GENERAL MILITARY COMMUNICATIONS ELECTRONICS BOARD (MCEB) RECORDS**

1. GENERAL CORRESPONDENCE FILES. Files pertaining to MCEB standards. *(Excluding primary program records filed in SSIC 2000.1)*

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

SSIC 2880-2899**TELECOMMUNICATIONS REQUIREMENTS RECORDS****SSIC 2880****TELECOMMUNICATIONS OPERATING REQUIREMENTS (TELCOR) RECORDS.**

1. Input of telecommunications trunks and circuits affecting major commands, submitted on OPNAV Form 2010-2.

Destroy when no longer needed for reference.
(COMNAVTELCOM keep last two current in file)

2. TELCOR Summary.

a. Master copy filed at COMNAVTELCOM

Permanent. Transfer to NARA 25 years after supersession.

b. All other copies

Destroy when superseded.