REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NO. *NI-NU-89-5*

DATE RECEIVED *8/30/89*

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1. FROM *(Agency or establishment)*

DEPARTMENT OF THE NAVY

2 MAJOR SUBDIVISION

NAVAL DATA AUTOMATION COMMAND

3 MINOR SUBDIVISION

OFFICE OF CHIEF OF NAVAL OPERATIONS

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required *Acting*

4 NAME OF PERSON WITH WHOM TO CONFER

MS MILLIE STEWART

5 TELEPHONE EXT. 433-4217

DATE *3-20-95*

ARCHIVIST OF THE UNITED STATES *Trudy Huskamp Peterson*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE *7/14/89*

C. SIGNATURE OF AGENCY REPRESENTATIVE *E W Baller* CAPT E. W. BALLER

D. TITLE HEAD, DIRECTIVES, POSTAL AND RECORDS MANAGEMENT DEPARTMENT

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	CHAPTER 3 OPERATIONS AND READINESS RECORDS 3000-3999		

The records described in this chapter relate to all phases of naval operations--sea, land, or air--including those pertaining to preparation, training and readiness, the conduct of warfare and readiness operations, operations analyses, port operations, weather services, flight and space operations, naval intelligence, and research and development. The records are accumulated by activities ashore and afloat applying procedures and policies established by higher organizational elements, by command activities exercising management and operational control, and by departmental (headquarters) offices responsible for managing, planning, developing, and prescribing operational policies and procedures for joint operations, mobilization, and fleet operations.

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.

Copies sent to agency, NSR NUT, NSX, NCP   3/23/95

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

CHAPTER 3

OPERATIONS AND READINESS *and plans*
SSIC 3000-3999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO ALL PHASES OF NAVAL OPERATIONS--SEA, LAND, OR AIR---INCLUDING THOSE PERTAINING TO NAVAL STRATEGIES; GEOPHYSICAL AND HYDROGRAPHIC SUPPORT; ASTRONOMICAL AND CHRONOMETRIC SUPPORT; PORT OPERATIONS; CRYPTOLOGY; WARFARE TECHNIQUES; TRAINING AND READINESS; FLIGHT/AIR SPACE; NAVAL INTELLIGENCE; AND RESEARCH, DEVELOPMENT, TEST, AND EVALUATION. THE RECORDS ARE ACCUMULATED BY ACTIVITIES ASHORE AND AFLOAT APPLYING PROCEDURES AND POLICIES ESTABLISHED BY HIGHER ORGANIZATION ELEMENTS, COMMAND ACTIVITIES EXERCISING MANAGEMENT AND OPERATIONAL CONTROL, AND DEPARTMENTAL (HEADQUARTERS) OFFICES RESPONSIBLE FOR MANAGING, PLANNING, DEVELOPING, AND PRESCRIBING OPERATIONAL POLICIES AND PROCEDURES FOR JOINT OPERATIONS, MOBILIZATION, AND FLEET OPERATIONS.

GENERAL OPERATIONS AND READINESS RECORDS

1. IMMEDIATE OFFICE OF THE CHIEF OF NAVAL OPERATIONS CORRESPONDENCE FILE (DOUBLE ZERO FILE). Primary Program records and correspondence files that reflect the establishment of Navy policy in matters of naval operations and naval warfare. This file is maintained in the immediate office of the Chief of Naval Operations by the Executive Secretariat and includes correspondence and other records receiving the personal attention of the Chief of Naval Operations.

PERMANENT. Retire to Director of Naval History Operational Archives (OP 09BH) annually. OP 09BH transfer to NARA when 50 years old.

2. CHIEF OF NAVAL OPERATIONS CENTRAL CORRESPONDENCE FILE. Incoming and outgoing correspondence to/from Assistant Chiefs of Naval Operations (ACNOs), Deputy Chiefs of Naval Operations (DCNOs), Directors of Staff Offices (DSOs), Staff Assistants (SAs), and OPNAV Divisions. Records reflect the establishment of policies, plans, programs, and procedures and the procedural development, execution and accomplishment of naval operations and programs relating to the assigned responsibilities of the Office of the Chief of Naval Operations (OPNAV). Records are maintained in the CNO Central Mail Room.

    a. Microfiche copies.

        (1) Silver master and one diazo copy.

PERMANENT. Retire to WNRC in 6 month increments (Jan-Jun/Jul-Dec) when 2 years old. transfer to NARA when 20 years old.

        (2) Microfiche copy of monthly computer listing of incoming and outgoing correspondence.

PERMANENT. Retire to WNRC in 6 month increments (Jan-Jun/Jul-

(3) Diazo reference copy maintained in CNO Central Mailroom.

Dec) when 2 years old transfer to NARA when 20 years old.

Destroy when 2 years old.

    b. Reference and control computer tapes.

PERMANENT. Transfer to NARA when 10 years old. Earlier transfer is authorized.

    c. Paper copies.

        (1) Incoming and outgoing correspondence.

Return to action/originating OPNAV code upon verification of microfiche. Destroy when no longer required for reference.

        (2) Monthly computer printout listings of Incoming/outgoing correspondence.

Destroy upon verification of micro-fiche.

3. COMMANDANT OF THE MARINE CORPS (CMC) CENTRAL CORRESPONDENCE FILE. Incoming/outgoing correspondence to/from the Office of the Commandant and the Headquarters Staff Agencies that relate to the development, establishment, and implementation of plans, programs, warfare techniques, operational training and readiness, and operational intelligence.This file includes papers that depict the evolution of such policies, plans, and procedures. Records include the file copy of directives issued through the Marine Corps directices system as Marine Corps orders and bulletins (including ALMARs and ALMARCONs); studies pertaining to, and file copies of manuals, publications, and periodicals issued by HQ USMC or issued jointly by the Marine Corps and another military

PERMANENT. HQ offices forward to Director of Headquarters Support (HQSR) when 4 years old. HQSR consolidate, destroy duplicate copies, and retire to WNRC when 5 years old. Transfer to NARA when 25 years old.

service or agency of the Department of Defense; planning
and programing documents, including the Marine Corps Troop
and Organization Document (TOPDOC), the Marine Corps Long-
Range Plan (MLRP), the Marine Corps Mid-Range Objective
Plan (NMROP), and the Marine Corps Capabilities Plan (MCP);
studies concerning tactical concepts of Fleet Marine Force
employment and Fleet Marine Force operational
requirements; Mounting-out material readiness reports;
and Briefing Memorandums addressed to the CMC, Deputy CMC,
the Chief of Staff, or the DeputyChiefs of Staff.

4. CNO AREA COORDINATOR PROGRAM FILES. Correspondence,
reports, studies, and other records that reflect the
development and execution of the command's plans,
policies, primary functions, programs, procedures, and
essential transactions relating to the Area Coordination
function. Files may include portions of the files of the
Chief of Staff, Assistant Chiefs of Staff, and Staff
Offices primarily concerned with Area Coordination.
Records are accumulated by Commandant, Naval District
Washington, Commander in Chief U.S. Atlantic Fleet,
Commander in Chief U.S. Pacific Fleet, Commander in Chief
U.S Naval Forces Europe, Commander U.S. Naval Forces
Central Command, Chief of Naval Education and Training,
and Commander Naval Reserve Force, New Orleans only.

PERMANENT. Retire to
nearest FRC when 4 years
old. Transfer to NARA
when 25 years old.

5. BASE HEADQUARTERS RECORDS. Records are accumulated by
Naval and Marine Corps Bases, Naval Operating Bases,
Submarine Bases, Air Bases, Amphibious Bases, Marine
Corps Logistics Bases, Marine Corps Systems Command
Quantico, Marine Corps Recruiting Depots, and Construction
Batallion Centers.

    a. Primary Program Records. Correspondence,
reports, and other records of the commander/Commanding nt
General that document the organization of the Headquarters
and the development and execution of its primary mission or
functions together with official documentation of its
policies, problems, decisions, procedures, and essential

PERMANENT. Retire to
nearest FRC when 5 years
old. Transfer to NARA
when 25 years old.

transactions.

b. General Correspondence Files. Routine
administrative correspondence relating to the internal
administration of the base and files of departments,
divisions, and other offices that are duplicated or
summarized in the Commander's/Commanding General's
Primary Program Files.

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

6. NAVAL STATIONS AND NAVAL AIR STATIONS AND MARINE CORPS
AIR STATION RECORDS

a. Primary Program Records. Correspondence, reports,
and other records of the Commanding Officer/Commanding
General that document the organization of the station
and the development and execution of its primary mission
or function together with official documentation of
procedures and essential transactions. Exclude
Operational Flight Records filed under SSIC 3700 of this
instruction.

PERMANENT. Retire to
nearest FRC when 4 years
old. Trnsfer to NARA
when 20 years old.

b. General Corespondence File. Routine administrative
correspondence relating to the administration of the station
and tennant activities located thereon and files of
departments, divisions, and other offices.

Retire to nearest FRC
when 2 years old.
Destroy when 4 years
old.

7. CORRESPONDENCE FILES OF ALL OTHER NAVY AND MARINE
CORPS ACTIVITIES. General correspondence files relating
to the administration and operation of the activity and
program records relating to implementation of policy.
Exclude program records specifically designated as
permanent records elsewhere in this instruction.

Destroy when 2 years
old.

8. STATION JOURNALS. A daily journal in which is recorded important information and noteworthy occurrences in the administration of Navy shore stations. Journals are maintained as required by U.S. NAVY REGULATIONS 1948, Article 0792 and approved monthly by the Commanding Officer.

    a. Journals for calendar year 1973 and earlier.

Offer to NARA immediately. NARA will accession those Journals of historical value and is authorized to destroy Journals lacking historical value.

    b. Informal Station Journals maintained 1974 and later. Historically significant data for the command is included in the Command History filed under SSIC 5757 of this instruction.

Destroy when 2 years old.

SSIC 3005

CIVIL DEFENSE RECORDS

THESE RECORDS ARE RELATED TO THE DEVELOPMENT AND IMPLEMENTATION OF CIVIL DEFENSE EMERGENCY PLANS FOR PROTECTION OF LIFE AND PROPERTY DURING EMERGENCY CONDITIONS.

1. EMERGENCY PLANNING RECORDS OF THE OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY FOR MANPOWER AND RESERVE AFFAIRS (ASN(M&RA)) AND THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS (CNO). Documents relating to planning for and providing military assistance to civil authorities as a result of emergency conditions resulting from civil unrest, violation of federal law, natural disaster, and emergency conditions that may result from enemy attack. Include consolidated or summary reports of tests conducted under emergency civil defense plans.

PERMANENT. Retire to WNRC when files become inactive. Transfer to NARA when 25 years old.

2. EMERGENCY PLANNING REFERENCE FILES. Copies of emergency planning operating directives, plans, and procedures received from other DOD components or civilian agencies including delegations of authority, civil defense assignments, instructions, and similar background material.

Destroy when no longer required for reference.

3. EMERGENCY (CIVIL DEFENSE) PLANS AND DIRECTIVES ORIGINATED BY SECOND ECHELON COMMANDS AND SUBORDINATE UNITS. Exclude copy included in Annual Command History.

Retire to nearest FRC when cancelled or superseded. Destroy when 5 years old.

4. OTHER COPIES OF EMERGENCY (CIVIL DEFENSE PLANS AND DIRECTIVES.

Destroy when cancelled or superseded.

5. EMERGENCY REPORTING FILES. Correspondence, messages, reports and related records that document assistance provided by Navy to civil authorities as a result of civil unrest, violation of Federal law, and civil defense emergencies and other emergency conditions except natural disaster operations. Include initial, daily, interim, and final operations reports.

    a. Special Events Folders maintained by OP-06 in the Navy Command Center.

PERMANENT. Forward annually to the Director of Naval History (OP 09BH). DNH transfer to NARA when 30 years old.

b. Report files maintained by participating operating force units.

Destroy when 2 years old.

SSIC 3006

NATURAL DISASTER CONTROL RECORDS

1. NATURAL DISASTER RELIEF OPERATIONS REPORTING FILES. Correspondence, reports, messages, and related records that document Navy response to natural disasters and other humanitarian relief efforts. Include damage estimates, initial and interim situation reports, and final reports.

   a. Special Events Folders maintained by OP 06 in the Navy Command Center.

PERMANENT. Forward annually to the Director of Naval History (OP 09BH). DNH transfer to NARA when 30 years old.

   b. Report files maintained by participating operating force units.

Destroy when 2 years old.

SSIC 3010

OPERATING PLANS RECORDS

OPERATING PLANS (INCLUDING COMBINED, JOINT, NAVY, AND MARINE CORPS), RELATED CORRESPONDENCE, AND SUPPORTING DOCUMENTS. EMERGENCY PLANS ARE UNDER SSIC 3005 AND EXCLUDED. RECORDS RELATING TO JOINT PLANS (SSIC 3020), UNIFIED COMMAND PLANNING MATTERS (SSIC 3025) AND NAVY PLANS (SSIC 3030) SHOULD BE RETIRED UNDER SSIC 3010.

1. DEPARTMENTAL MASTER OPERATING PLANS OR OTHER MASTER COPIES MAINTAINED BY THE OFFICE OF CNO AND CMC AND DEPARTMENTAL IMPLEMENTATION PLANS OF WASHINGTON HEADQUARTERS COMMANDS. Include related background papers and supporting documentation.

PERMANENT Retire to WNRC one year after cancelled or superceded. Transfer to NARA when 20 years old.

2. WAR PLANS AND OTHER CONTINGENCY PLANS ORIGINATED BY CNO (N3/N5), FLEET COMMANDERS IN CHIEF, FORCE COMMANDERS, JOINT COMMITTEES, AND BILATERAL INTERNATIONAL TREATY ORGANIZATIONS. Include plans for the evacuation of U.S. Nationals, Emergency Operations Plans, Logistics Support, and Mobilization Plans. Include background papers and supporting documentation as well as minutes of planning meetings for Joint and Unified committees.

PERMANENT. Retire to WNRC five years after cancelled or superceded. Transfer to NARA when 25 years old.

3. PLANS FOR SPECIFIC TASKS PROMULGATED BY TYPE COMMANDERS ∧AND *N8 DIVISIONS* CERTAIN DESIGNATED NAVAL COMMANDS. Include Amphibious Warfare Plans, Mine Warfare Plans, Anti submarine Warfare Plans, Anti Air Warfare Plans, Inshore Undersea Warfare Plans, Communications Plans, Naval Aviation Op Plans, Strike Warfare Plans, and similar .

    a. Copy maintained by CNO (N3/N5) *& N8*

PERMANENT. Retire to WNRC one year after cancelled or superceded. Transfer to Nara when 20 years old

    b. All other copies

Destroy when cancelled or superceded.

4. CONTINUITY OF OPERATIONS PLANS (STANDARD OPERATING PLANS) ISSUED BY FLEET AND FORCE LEVEL COMMANDS. Include standard 1-YR Plans.

Retire Plans with Fleet Command (Flag) Files under SSIC 3100.1 of this instruction.

5. STANDARD AND CONTINGENCY PLANS ISSUED BY COMMANDS BELOW THE FORCE COMMAND LEVEL AND DUPLICATE COPIES OF ALL OTHER OP PLANS

Destroy when cancelled or superceded.

Replacement Page III-3-7

CASUALTIES AND CAUSUALTY REPORTING RECORDS

RECORDS IN THIS (3040-3049) SERIES RELATE TO CASUALTIES AND
CASUALTY REPORTING RECORDS AND INCLUDE HULL, MECHANICAL, AND
ELECTRICAL CASUALTIES; ORDNANCE CASUALTIES; ELECTRONICS (RADAR,
SONAR, COMMUNICATIONS, AND OTHER) CASUALTIES; AND PERSONNEL
CASUALTIES (SHORTAGES). ~~(See also par. 1770.)~~

SSIC 3040

CASUALTIES AND CASUALTY REPORTING RECORDS

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE OFFICE OF THE   Destroy when 1 year old.
CNO, HQMC, ~~OFFICE OF NAVAL INTELLIGENCE~~

2. COPIES OF *Summary or statistics* REPORTS *MAINTAINED BY* ~~FIELD ACTIVITIES AND~~   Destroy when *5* ~~1~~ years old.
~~OFFICES~~ *failure trends or need for corrective action.* *CNO or HQMC that indicate*

SSIC 3041

HULL, MECHANICAL, AND ELECTRICAL CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE ~~OFFICE OF THE~~   Destroy when *5* ~~1~~ years old, *or when*
~~CNO.~~ *NAVAL SEA systems command*   *incorporated into the 5 year overhaul cycle whichever is sooner,*

2. COPIES OF REPORTS MAITAINED BY FIELD ACTIVITIES AND   Destroy when 1 year old.
OFFICES.

SSIC 3042

ORDNANCE CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE ~~OFFICE OF THE CNO, HQMC, OFFICE OF NAVAL INTELLIGENCE~~ *NAVALSEA Systems Command.*

~~2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES~~

Destroy when *5* ~~1~~ year old *Or incorporate in an ordnance Alteration which ever is sooner*

~~Destroy when 1 year old.~~

Add (A) from page III-3-9a ⟶

SSIC 3043

ELECTRONICS (RADAR) CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE *Program* ~~OFFICE OF THE CNO, HQMC, OFFICE OF NAVAL INTELLIGENCE~~ *manager*

Destroy when *3* ~~1~~ years old.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES

Destroy when 1 year old.

SSIC 3044

ELECTRONICS (SONAR) CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE *Program* ~~OFFICE OF THE CNO, HQMC, OFFICE OF NAVAL INTELLIGENCE~~ *Manager*

Destroy when *3* ~~1~~ years old.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES

Destroy when 1 year old.

SSIC 3045

ELECTRONICS (COMMUNICATIONS) CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE *Program* ~~OFFICE OF THE CNO, HQMC, OFFICE OF NAVAL INTELLIGENCE~~ *manager*

Destroy when *3* ~~1~~ years old.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES

Destroy when 1 year old.

2. COPIES OF NONNUCLEAR ORDNANCE CASUALTY REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES.

Destroy when 1 year old.

3. STRATEGIC WEAPONS TROUBLE/FAILURE REPORTS.

    a. <u>Navy surface and air launched missile weapons, High Energy laser systems, and FBM/SWS trouble/failure and corrective action reports maintained in electronic form by the Naval Warfare Assessment Center, Corona, CA.</u>

Retire to nearest FRC when 3 years old. Destroy when weapons system is removed from the inventory or when no longer supported for US/UK use by Navy resources. Magnetic tapes must be withdrawn from FRC when 7 years old and destroyed or recertified for continued retention by the Commanding Officer, Naval Warfare Assessment Center.

    b. <u>Paper Copies of trouble/failure and corrective action reports for FBM/SWS weapons, surface and air launched missile weapons, and High Energy Laser systems maintained by NWAC, Corona.</u>

Retire to nearest FRC when 1 year old. Destroy when 5 years old.

    c. <u>Information copies maintained by originator and other activities.</u>

Destroy when 1 year old.

ELECTRONICS (OTHER) CASUALTIES

1. OFFICIAL FILES OF REPORTS MAINTAINED BY THE ~~OFFICE OF THE CNO, HQMC, OFFICE OF NAVAL INTELLIGENCE~~ *Program manager*

Destroy when ~~2~~ *3* years old.

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES

Destroy when 1 year old.

PERSONNEL CASUALTIES (SHORTAGES)

1. OFFICIAL FILES OF REPORTS *that attribute casuality to* ~~MAINTAINED BY THE OFFICE OF THE CNO, HQMC, OFFICE OF NAVAL INTELLIGENCE~~ *to Shortages of personnel maintained by The Bureau of Naval Personnel*

Destroy when ~~2~~ *3* years old, *or when necessary changes to Personnel allowances have been made, which-*

2. COPIES OF REPORTS MAINTAINED BY FIELD ACTIVITIES AND OFFICES

~~Destroy when 1 year old.~~ *ever is* *Destroy when 1 year old* *sooner.*

NAVAL STRATEGY RECORDS

1. STRATEGIC PROGRAMS FILES. Strategies underlying the procurement, limitations, operations, and possible use of strategic and theater nuclear forces; reviews of strategic retaliatory and defense forces, nuclear weapons requirements, and strategic arms control measures; and prepared summaries of alternative programs in terms of effectiveness, feasibility, and cost.

    a. Special Weapons and Support. Analyses of nuclear, biological, and chemical weapons systems; quantitative requirements and technical development, including ~~Atomic Energy~~ *DoE and transfer* *DNA* ~~Commission (AEC)~~ costs; and inputs to contingency plans and alternate policies.

Permanent. ~~Transfer~~ *Retire* to WNRC 5 years after supersession. ~~Offer~~ to NARA 20 years after ~~transfer.~~ *retirement*

b. <u>Strategic Planning and Arms Limitations</u>. Support for SALT; broad policy studies on arms control issues; detailed analyses of present and future U.S./USSR strategic capabilities; studies of impact on alternate limits on strategic forces; and balance studies on SALT related issues.

Permanent. ~~Transfer~~ *Retire* to WNRC 5 years after supersession. ~~Offer~~ *Transfer* to NARA 20 years after ~~transfer.~~ *retirement*

c. <u>Strategic Forces</u>. Analyses of U.S. strategic force postures and requirements including continental air defense, ballistic missile defense, civil defense, space defense, strategic command and control, warning and surveillance, and U.S. bomber survivability. Studies and evaluations of alternative force postures, summaries of alternative programs for decisions on strategic defensive and command, control, and surveillance forces, including characteristics, effectiveness, costs, and alternatives to meet strategic objectives.

Permanent. ~~Transfer~~ *Retire* to WNRC ~~5 years after~~ *when* superse~~ssion~~ *ded* ~~Offer~~ *Transfer* to NARA 20 years after transfer.

SSIC 3051

<u>MISSIONS RECORDS</u>

1. RECORDS OF NAVAL WARFARE MISSION AREAS AS CONTAINED IN REQUIRED OPERATIONAL CAPABILITY (ROC)/PROJECTED OPERATIONAL ENVIRONMENT (POE) MISSION STATEMENT DIRECTIVES.

~~Apply SSIC 3050, para. 1a.~~ *PERMANENT. Retire to WNRC when 5 years old, Transfer to NARA when 20 years old.*

SSIC 3052

<u>FUNCTIONS RECORDS</u>

1. Records of Naval warfare function areas as contained in Required Operational Capability (ROC)/Projected Operational Environment (POE) Mission Statement Directives.

~~Apply SSIC 3050.~~ *Destroy when cancelled or Superseded or when 5 years old whicheve is sooner.*

WARFARE TASKS RECORDS

1. CNO (OP-07) *N3/N5* MASTER PLANS FOR EACH WARFARE TASK. Files that support broad command and control goals in support of individual and collective warfare tasks as related to antisubmarine warfare (ASW), antiair warfare (AAW), strike warfare, amphibious warfare, anti-surface warfare, and special warfare.

Apply SSIC 3050. Retire records under SSIC ~~3050~~ 3010. 3 of this instruction

2. GENERAL CORRESPONDENCE OF A ROUTINE NATURE

Destroy when 3 years old.

SSIC 3054

FORCE EMPLOYMENT RECORDS

1. CONCEPTUAL PAPERS. Files define strategic issues related to force employment which could have specific impact upon naval strategies.

Apply SSIC 3050. Permanent, Retire to WNRC when 5 years old. Transfer to NARA when 25 years old

SSIC 3055

FORCE CHARACTERISTICS RECORDS

1. CONCEPTUAL PAPERS. Files define strategic issues related to force characteristics which could have specific impact upon naval strategies.

Apply SSIC 3050, par. 1c. Permanent, Retire to WNRC when 5 years old Transfer to NARA when 25 years old

SSIC 3056

FORCE LEVEL RECORDS

1. CONCEPTUAL PAPERS. Files define strategic issues related to force level planning which could have specific impact upon naval strategies.

Apply SSIC 3050, par. 1c. Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old

THREAT ASSESSMENT RECORDS

1.   RECORDS ASSESSING THE ADEQUACY OF TACTICAL WARFARE PROGRAMS
WITH REGARD TO REQUIREMENTS IMPOSED BY THE CURRENT AND
PROJECTED THREAT

~~Apply SSIC 3050~~. *Permanent Retire to WNRC when 5 years old Transfer to NARA when 25 years old*

SSIC 3058

RISK ASSESSMENT RECORDS

1.   RECORDS, PAPERS, CORRESPONDENCE CALCULATING THE IMPACT OF
CHANGES TO AND THE EVOLUTION OF NAVY PLANS, POLICY AND
STRATEGY.

~~Apply SSIC 3050~~. *Permanent Retire to WNRC when 5 years old Transfer to NARA when 25 years old*

SSIC 3060

MOBILIZATION RECORDS

1.   HISTORICAL DOCUMENTATION/FILES REGARDING PAST NATIONAL,
NAVY AND USMC MOBILIZATION EVOLUTIONS.

~~Apply SSIC 3010~~. *Permanent Forward to Director of Naval History when no longer required DNH transfer to NARA when 50 years old.*

SSIC 3061

MOBILIZATION PLANS AND POLICIES

1.   PLANS, CORRESPONDENCE AND RELATED DIRECTIVES REGARDING
COMBINED, JOINT, NAVY AND USMC MOBILIZATION CONTINGENCIES.

~~Apply SSIC 3010.1~~ *Retire records under SSIC 3010.2 of this instruction*

MOBILIZATION OPERATION REQUIREMENTS

1. RECORDS, CORRESPONDENCE AND SPECIFIC DOCUMENTS RELATING TO SPECIFIC NATIONAL, NAVY AND USMC MOBILIZATION CONTINGENCIES.

~~Apply SSIC 3010.3.~~ Retire records under ssic 3010.2 of this instruction

ADD Ⓐ From page III-3-14a

SSIC 3070

OPERATIONS SECURITY RECORDS

1. OPERATIONS SECURITY (OPSEC) GUIDANCE, PLANS, AND REPORTS OF OPSEC MEASURES EXECUTED AND LESSONS LEARNED.

    a. Records originated by SECNAV, CNO, FLTCINCSs, COMOPTEVFOR, COMNAVSECGRUCOM, COMNAVTELCOM, COMNAVINTCOM, DIRNAVINSERV, and CO NRL.

Permanent. Transfer to WNRC 3 years after guidance is no longer effective or plan is concluded, whichever is earlier. Offer to NARA 25 years after transfer.

    b. Records Held by Other Offices

Destroy when no longer needed for reference.

2. OPSEC POLICY DIRECTIVES ORIGINATED BY SECNAV, CNO, FLTCINCS, OR COMOPTEVFOR

    a. Originals

Permanent. Transfer to WNRC 1 year after policy directives are superseded or cancelled. Offer to NARA 25 years after transfer.

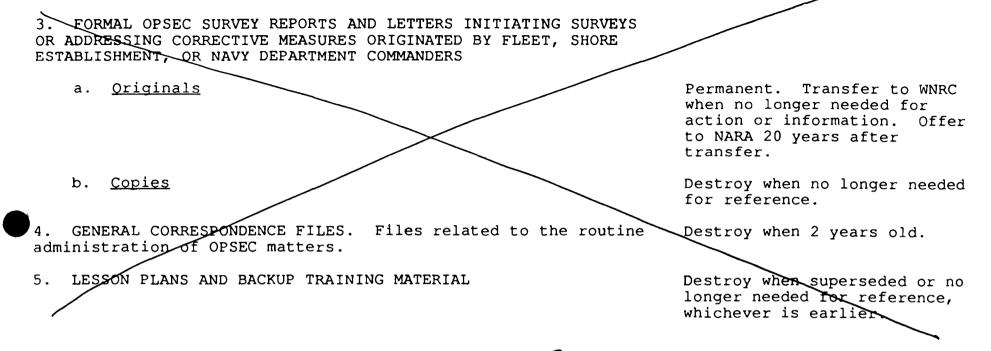   b. Copies

Destroy when policies are superseded or cancelled.

ADP(A)

OPERATIONS SECURITY RECORDS

1. OPERATIONS SECURITY (OPSEC) POLICY GUIDANCE, PLANS, POLICY DIRECTIVES, AND FORMAL REPORTS OF LESSONS LEARNED. Records originated by SECNAV, CNO, CMC, FLTCINCSs, COMOPTEVFOR, COMNAVSECGRU, and COMNAVINTCOM.

PERMANENT. Retire to WNRC 3 years after cancelled. Transfer to NARA when 25 years old.

2. OPSEC IMPLEMENTING DIRECTIVES MAINTAINED BY ALL OTHER COMMANDS AND OFFICES.

Destroy when canceled or superseded.

3. OPSEC SURVEY REPORT FILE. Records include correspondence initiating the survey, progress reports, and final survey report.

Destroy when 10 years old.

4. GENERAL CORRESPONDENCE FILES. Correspondence relating to the routine administration of OPSEC programs.

Destroy when 2 years old.

5. OPSEC TRAINING MATERIALS. Lesson plans, course outlines, exercises, and other training materials.

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

3. FORMAL OPSEC SURVEY REPORTS AND LETTERS INITIATING SURVEYS OR ADDRESSING CORRECTIVE MEASURES ORIGINATED BY FLEET, SHORE ESTABLISHMENT, OR NAVY DEPARTMENT COMMANDERS

    a. <u>Originals</u>   Permanent. Transfer to WNRC when no longer needed for action or information. Offer to NARA 20 years after transfer.

    b. <u>Copies</u>   Destroy when no longer needed for reference.

4. GENERAL CORRESPONDENCE FILES. Files related to the routine administration of OPSEC matters.   Destroy when 2 years old.

5. LESSON PLANS AND BACKUP TRAINING MATERIAL   Destroy when superseded or no longer needed for reference, whichever is earlier.

<u>SSIC 3080-3089</u>

~~GENERAL~~ <u>RELIABILITY AND MAINTAINABILITY (R&M) RECORDS</u>

THESE RECORDS IDENTIFY AND REPORT (R&M) DESIGN REQUIREMENTS, STATUS, DEFICIENCIES AND CORRECTIVE ACTIONS.

Ⓐ *from page III-3-15a*   ~~SSIC 3080~~

~~1. GENERAL CORRESPONDENCE FILES AND RECORDS. Files and records concerning the reliability and maintainability of Fleet hardware (air, surface, subsurface, shore).~~   ~~Destroy when 3 years old.~~

ADD (A)

GENERAL RELIABILITY AND MAINTAINABILITY (R&M) RECORDS

1. GENERAL CORRESPONDENCE FILE. Correspondence, reports, and other records that reflect the general reliability and maintainability of Fleet use equipment. Included are effects analyses, failure analysis and evaluation reports, maintainability design criteria summaries, and level and skill analyses. Records are accumulated by the Deputy Chief of Naval Operations for Resources, Warfare Requirements and assessments (N8) and the Director of Space and Electronic Warfare (N6).

Destroy when 3 years old.

SSIC 3081

HARDWARE, FLEET, AIR RECORDS

1. GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES AND OPERATIONAL TRAINING AND READINESS OF FLEET AIR HARDWARE. *Included are copies of*

~~a.~~ Contract files, reports, plans, project equipment/systems files, ~~and~~ other similar correspondence *or* related papers, Inspection/acceptance reports, *and reference files. Records are accumulated by DCNO's, ACNO's, and OPNAV Program managers.*

~~b. Informational Material and Working Papers~~

Destroy when 5 years old.

~~Retain while still active or when no longer needed for operating purposes. (Can be destroyed after 3 years old.)~~

SSIC 3082

HARDWARE, FLEET, SURFACE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES) CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES, OPERATIONAL TRAINING AND READINESS OF SURFACE FLEET HARDWARE, *Included are copies of*

~~a.~~ Contract files, reports, plans, project equipment/systems files, ~~and~~ other similar correspondence *or* related papers, Inspection/acceptance reports, *and reference files. Records are accumulated by DCNO's, ACNO's, and OPNAV Program managers.*

~~b. Informational Material and Working Papers~~

Destroy when 5 years old.

~~Retain while still active or when no longer needed for operating purposes. (Can be destroyed after 3 years old.)~~

SSIC 3083

HARDWARE, FLEET SUBSURFACE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES)
CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES,
OPERATIONAL TRAINING AND READINESS OF SUBSURFACE FLEET ~~/~~
HARDWARE. *Included are*

copies of
~~1.~~ / Contract files, reports, plans, project equipment/systems
files, ~~and~~ other similar correspondence *or* related papers, *and*
~~Inspection/acceptance reports~~.
reference files. Records are accumulated by DCNO's,
~~a. Informational Material and Working Papers~~
ACNO's, and OPNAV Program Managers.

Destroy when 5 years old.

~~Destroy when 3 years old.~~

~~Retain while still active or when no longer needed for operating purposes. (Can be destroyed after 3 years old.)~~

SSIC 3084

HARDWARE, SHORE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES)
CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES,
OPERATIONAL TRAINING AND READINESS OF NAVY SHORE HARDWARE. *Included*
re copies of
~~1.~~ /\Contract files, reports, plans, project equipment/systems
files, ~~and~~ other similar correspondence *or* related papers,
Inspection/acceptance reports, *and reference files. Records are*
accumulated by DCNO's, ACNO's and OPNAV Program Managers.
~~a. Informational Material and Working Papers~~

Destroy when 5 years old

~~Destroy when 3 years old.~~

~~Retain while still active or when no longer needed for operating purposes. (Can be destroyed after 3 years.)~~

SSIC 3085

OPERATIONAL ADP COMPUTER SOFTWARE

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES)
CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES,
OPERATIONAL READINESS AND TRAINING OF ADP COMPUTER SOFTWARE.

1. Contract files, equipment/systems files and other similar correspondence or related papers.

Destroy when 3 years old.

   a. Informational Material and Working Papers

Destroy when no longer
~~Retain while still active or~~
~~when no longer needed for~~
~~operating purposes. (Can be~~
~~destroyed after 3 years.)~~
required or when 3 years
old, whichever is sooner.

SSIC 3086

SOFTWARE, SURFACE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES)
CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES,
OPERATIONAL TRAINING AND READINESS OF SURFACE FLEET SOFTWARE.

Destroy when 3 years old.

SSIC 3087

SOFTWARE, SUBSURFACE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES)
CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES,
OPERATIONAL TRAINING AND READINESS OF SUBSURFACE FLEET
SOFTWARE.

Destroy when 3 years old.

SSIC 3088
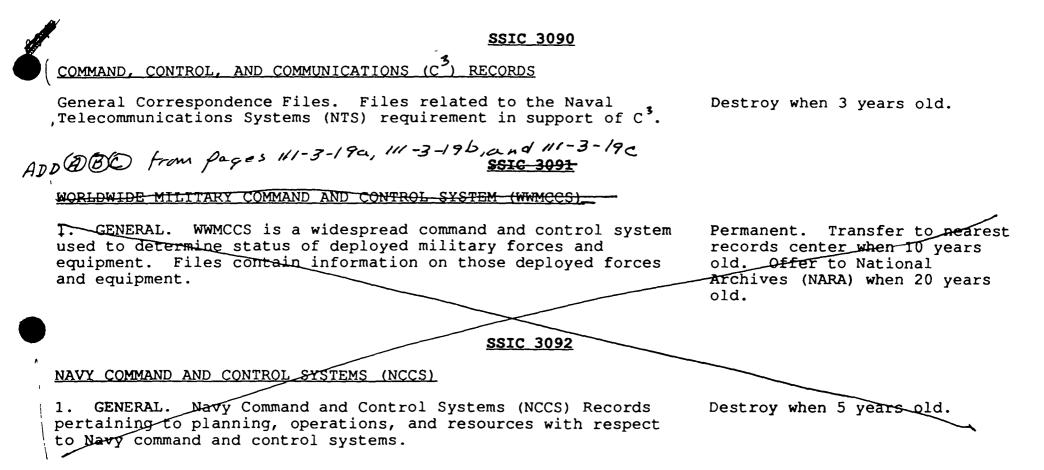
SOFTWARE, SHORE RECORDS

GENERAL CORRESPONDENCE (PRIMARY PLANS, PROGRAMS AND PROCEDURES)   Destroy when 3 years old.
CONCERNING RESEARCH AND DEVELOPMENT, WARFARE TECHNIQUES,
OPERATIONAL TRAINING AND READINESS OF SHORE SOFTWARE.

SSIC 3090

COMMAND, CONTROL, AND COMMUNICATIONS (C^3) RECORDS

General Correspondence Files. Files related to the Naval   Destroy when 3 years old.
Telecommunications Systems (NTS) requirement in support of C^3.

ADD ②③© from pages 111-3-19a, 111-3-19b, and 111-3-19c

~~SSIC 3091~~

~~WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)~~

~~1. GENERAL. WWMCCS is a widespread command and control system~~   ~~Permanent. Transfer to nearest~~
~~used to determine status of deployed military forces and~~   ~~records center when 10 years~~
~~equipment. Files contain information on those deployed forces~~   ~~old. Offer to National~~
~~and equipment.~~   ~~Archives (NARA) when 20 years~~
                                                                       ~~old.~~

SSIC 3092

NAVY COMMAND AND CONTROL SYSTEMS (NCCS)

1. GENERAL. Navy Command and Control Systems (NCCS) Records   Destroy when 5 years old.
pertaining to planning, operations, and resources with respect
to Navy command and control systems.

Add @

<u>SSIC 3091</u>

<u>WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)</u>

1. GENERAL RECORDS. WWMCCS is a comprehensive command
and control system consisting of approximately 200 data
bases and special files relating to military operations
and readiness of combat and supporting units throughout
the world, up to date intelligence and other supporting
information, operational reports, and battle mission
assessments of previous combat actions. Exclude from
this item Navy Command and Control System (NCCS)/
Operations Support System (OSS) records filed under SSIC
3092, Integrated Command Antisubmarine Warfare Prediction
System (ICAPS) records filed under SSIC 3145.4, Tactical
Environment Support System (TESS) records filed under
SSIC 3145.5, and WWMCCS input documents and generated
reports scheduled under other SSIC's in Chapter 3 of this
instruction. WWMCCS records accumulated by OP 094 and
Commander Space and Naval Warfare Systems Command that
relate to policy interpretation, systems operation,
funding, logistics support, and manpower are filed under
SSIC 2021 of this instruction.

a. <u>Master file and historical data tapes.</u>

Retain on board.
Destroy after 3rd
system backup.

b. <u>Input data tapes and paper record.</u>

Retain on board.
Destroy when no
longer required.

c. <u>Output data and reports-COM and paper.</u>

Deliver to Action
Office/requester.
Destroy when no longer
required unless
designated for

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

Retain on board. Destroy when superseded, cancelled or when directed by JCS or DCA.

SSIC 3092

NAVY OPERATIONS SUPPORT SYSTEM (OSS)

1. GENERAL. System tracks the employment and movements of Naval Units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other Navy Units, essential data on port visits, and changes to the conditions of readiness under which the units operate and global positioning information. The system is maintained by the Commander Space and Naval Warfare Systems Command (SPAWARS). System input received from Navy Status of Forces file and Positional Processing System.

a. Consolidated History File (Navy Status of Force)

Permanent. see SSIC 3503 for transfer instructions.

b. Global Positioning Information Files

Disposition not authorized pending evaluation by NARA

c. Input data tapes and paper records.

Retain on board. Destroy when no longer required and after transactions have been recorded and verified on Consolidated History File.

Add (c)

d. On-Line Master file

Retain on board.
Destroy after 3rd
system backup.

e.d. Output data and reports - COM and paper.

Deliver to action
office/requester.
Destroy when no longer
required.

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

PERMANENT. Transfer to
NARA with first transfer
of history tape.
Transfer any changes to
systems documentation
to NARA with subsequent
transfers of tape.

ADD Ⓐ From page III-3-20a

~~STANDARDS OF INTEROPERABILITY~~

3 ~~1~~. GENERAL CORRESPONDENCE RECORDS. These files include records and other papers related to ensuring standard configuration and interoperability within and between the joint services, except where otherwise documented in this manual.

Destroy when information no longer required.

4 ~~2~~. PUBLICATIONS, INSTRUCTIONS, AND MEMORANDA OF AGREEMENT. Includes specifications, doctrine, and guidance pertaining to standards and interoperability.

Destroy when superseded, cancelled, or no longer required, ~~unless otherwise directed by appropriate regulations.~~

SSIC 3100-3199

OPERATIONS RECORDS

SSIC 3100

GENERAL OPERATIONS RECORDS

RECORDS OF SHORE-BASED NAVY AND MARINE CORPS ACTIVITIES AS WELL AS AFLOAT ACTIVITIES WHEN THE ACTIVITY IS AN INTEGRAL PART OF THE OPERATING FORCES (INCLUDING BOTH FLEET COMMANDERS AND FLEET COMMAND ACTIVITIES), BUT DOES NOT INCLUDE RECORDS RELATING TO THE DIRECTION OF THE OPERATING FORCES MAINTAINED BY THE OFFICE OF THE CNO AND HQMC.

THE TERM "FLEET COMMAND" OR "FLAG COMMAND," AS USED HERE, REFERS TO AN OFFICER OR HIS STAFF WHO DIRECTS THE MOVEMENTS OF TWO OR MORE VESSELS, AVIATION SQUADRONS, COMPANIES, OR OTHER UNITS, OR WHO DIRECTS AN ADMINISTRATIVE OR SPECIAL NAVY AND MARINE CORPS COMMAND WHOSE FUNCTIONS ARE A PART OF FLEET OPERATIONS.

SSIC 3093

STANDARDS OF INTEROPERABILITY

1. INTERFACE PLANNING FILES. Correspondence, reports, and other records relating to the development, coordination, and approval of technical interface concepts and technical interface design plans for tactical command and control systems.	Destroy when 5 years old.
2. JOINT TEST PROCEDURES PLANNING FILES. Reports, analyses, plans, and similar documents relating to the development of test philosophies, proposals, plans, and procedures. Included are coordination actions, recommendations from Navy and other services, and recommendations for implementing action.	Destroy when 5 years old.

1. NAVY AND MARINE CORPS FLEET COMMAND (FLAG) FILES. Files related to the command's primary mission, its fleet operational functions, and the command's organization. They consist of correspondence, messages, and message summaries, reports, instructions, movement orders, maps, studies, photographs, charts, overlays, plans, sketches, memoranda, minutes of staff conferences, staff studies, project plans and specifications, war diaries or unit journals, action reports, patrol and reconnaissance reports, and other records that document the planning, development, execution and history of the command's mission and its specific operations which include combat, training, readiness, and intelligence operations, and the organization, movement, and deployment of fleet units, and other correlated operations.

Permanent. ~~Transfer~~ *Retire* to WNRC when 4 years old. ~~Offer~~ *Transfer* to NARA when 25 years old.

ADD Ⓐ from page III-3-21a ——————

2. MARINE CORPS ACTIVITIES AND INDIVIDUAL OPERATING FORCE ACTIVITIES RECORDS.

   a. <u>General Correspondence Files of Individual Fleet Command (Operating Forces) Activities</u>. Files related to the routine internal operation and administration of the individual fleet activity.

Destroy when 2 years old.

   b. <u>Records of Marine Corps Activities</u>. Operational records and records pertaining to activities, alerts, and deployments in actual or potential combat-type situations of FMF activities through regimental (group) size, including separate battalions (squadron) and companies; and battalions (squadrons) or companies on detached service that are not duplicated in fleet commanders' files.

Permanent. ~~Transfer~~ *Retire* to ~~FRC, Philadelphia,~~ *WNRC* when 4 years old or upon disestablishment, *Transfer* whichever is earlier. ~~Offer~~ to NARA when 20 years old.

3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.)

Included are files of Commander in Chief US Atlantic Command;
Commander in Chief US Pacific Command; Fleet Commanders in Chief,
i.e., Commander in Chief US Atlantic Fleet (CINCLANTFLT), Commander
in Chief US Pacific Fleet (CINCPACFLT), and Commander in Chief US
Naval Forces Europe (CINCUSNAVEUR); Fleet Commanders, i.e., 2nd,
6th, 3rd, 7th, and other numbered fleets as activated; Naval Force
Commands as defined in SNDL Part 1 including Navy Component
Commanders of Unified Commands but excluding Naval Construction and
Naval Reserve Forces; Type Commanders, i.e. Naval Air Force
Commanders, Naval Surface Force Commanders, Naval Submarine Force
Commanders, and Commander Mine Warfare Command; and units
subordinate to Force Commanders, i.e. Flotilla, Wings, Squadrons,
Task Forces, Task Groups, etc. that are commanded by a flag
officer.

a. <u>General Correspondence Files</u>

Destroy when 2 years old.

b. <u>Ship Inactivation Records</u>. Files related to the status of ships under the headquarters' cognizance.

Destroy upon reactivation of ship concerned or when ship leaves jurisdiction of the cognizant reserve fleet, whichever is sooner.

c. <u>Ship Material Readiness Records</u>

(1) Reserve fleet headquarters correspondence, reports, inspection records, and other readiness data.

Retire
~~Transfer~~ to nearest FRC 2 years after reactivation of ship concerned. Destroy 3 years after transfer.

(2) Reserve fleet group and subgroup headquarters individual vessel files consisting of work orders and similar records related to the inactivation, status, and reactivation of individual vessels. Files also include electronic and ordnance material readiness records and machinery indexes or machinery index work sheets.

(a) When ship is activited.

Transfer to ship concerned.

(b) When ship is sold or transferred and stricken from the naval list.

<u>1</u>. Pertinent plans, equipment, and maintenance records.

Transfer to new owner.

<u>2</u>. All other records.

Destroy immediately.

(c) When ship is scrapped, or sold as scrap, and stricken from the naval list.

Destroy immediately.

d. Dehumidification (D/H) Records

(1) Instrument readings, including zone and package readings, hygrometer checks, and periodic readings and reports on D/H.

    (a) If summarized to show elapsed time to reach 30% humidity, average hours per day D/H machines operate to maintain 30% relative humidity, and prolonged or marked deviation from required average humidity.

Destroy when 2 years old.

    (b) If not summarized.

Destroy after next periodic Board of Inspection and Survey inspection of after reactivation of ship concerned, whichever is later.

(2) Completed D/H job orders.

Destroy 6 months after posted to the relevant history card or D/H machinery and equipment.

(3) D/H plans.

Destroy when superseded or no longer applicable, whichever is later.

(4) History cards for D/H machinery and equipment.

    (a) If machinery or equipment is returned to stock or transferred.

Transfer with machinery or equipment.

    (b) If machinery is surveyed.

Destroy when surveyed.

4. CONSTRUCTION FORCE ACTIVITIES RECORDS.

a. Primary Program Records. Correspondence, reports, and other records accumulated by the Office of the Deputy Chief of Naval Operations (Logistics) (N 4) and Naval Facilities Engineering Command (NAVFAC) Headquarters that relate to the policy, direction, and employment of naval construction forces as part of the Navy Operating Forces and to the planning, development, and execution of plans and projects.

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

b. General Correspondence Files. Correspondence, messages, and reports accumulated by CNO, NAVFAC, and other Departmental Headquarters Offices that relate to the routine administration of the Naval Construction Forces.

Destroy when 5 years old.

c. Commanders Construction Battalions (COMCBLANT/COMCBPAC) and Naval Construction Regiments Administrative Files. Records documenting the employment, movement, readiness, and field operations of construction forces including operational, logistic, and project planning. Include copies of OP Orders, Plans, and Public Affairs materials.

Forward to NAVFAC Historian, Bldg 99, CBC, Port Hueneme, CA when 2 years old. Destroy when no longer required for Historical program use.

d. Construction Unit Files. Correspondence, reports, tasking instructions, and related records that document the routine administration and operations of the unit. Include copy of command history, unit originated OP-Orders, unit copies of muster rolls, unit newsletter files, and non-official photographs of construction projects and training exercises. Records are maintained by Mobile Construction Battalions (MCB), Amphibious Construction Battalions (ACB), Construction Battalion Detachments, Underwater Construction Teams, and Reserve Naval Mobile Construction Battalions.

Forward to NAVFAC Historian, Bldg 99, CBC, Port Hueneme, CA when 2 years old. Destroy when no longer required for Historical program use.

e. Officer of the Day Battalion Logs.

Destroy when 2 years old.

f. Deployment Completion Reports. Comprehensive narrative reports of operations. Records accumulated by Mobile Construction Battalions and Amphibious Construction Battalions.

Forward originator copy to NAVFAC Historian, Bldg 99, CBC, Port Hueneme, CA when 1

year old. Destroy when no longer required for Historical Program use.

g. <u>Monthly Reports of Operations.</u>

(1) Prepared by deployed units.　　　　　　Destroy when 2 years old.

(2) Prepared by Construction Battalion Detachments and Reserve Construction Force Units.

Cut off files annually. Forward to NAVFAC Historian, Bldg 99, CBC, Port Hueneme, CA when 2 years old. Destroy when no longer required for Historical Program use.

h. <u>Logistics Records.</u>

(1) Records of brigades and regiments (logistic divisions) documenting plans and procedures for material support within advanced base functional components	Destroy when 4 years old.
(2) All other records	~~Apply par. 4000.~~ *Destroy when 2 years old.*

i 8. **Construction Maintenance Records**

(1) Records related to construction schedules, project requirements for material and equipment, technical services, technical field assistance to naval construction forces, plans for projects assigned them (brigades and regiments only). Correspondence related to employment schedules of naval construction forces (brigades only).	Destroy when 2 years old.

(2) Work progress and other reports related to the operation and performance of plants, power, equipment, and installations

(a) When summary reports are made

1. Battalions	Destroy when 6 months old.
2. All other activities	Destroy when 1 year old.

(b) When summary reports are not made

1. Permanent units	Destroy 2 years after plant is closed.
2. Mobile units	Destroy after completion of project, after plant is closed, or 3 months after deployment, whichever is later.

(3) Records relating to maintenance work such as shop schedules, progress reports, status reports, and related data

(a) When summary reports are made	Destroy when 6 months old.

(b) When summary reports are not made

    1. Permanent units   Destroy when 1 year old.

    2. Mobile units   Destroy 3 months after deployment.

(4) Logs of operations, equipment and installations

    (a) When summary reports are made   Destroy when 1 year old.

    (b) When summary reports are not made

        1. Permanent units   Destroy 2 years after plant is closed.

        2. Mobile units   Destroy when project is completed or plant is closed, whichever is earlier.

(5) Work orders, work requests, and related papers. (See par. 4200 for job purchase orders.)

    (a) Permanent units   Destroy 1 year after completion of project.

    (b) Mobile units   Destroy after deployment.

(6) Other construction, maintenance, and facility records not specifically covered in this paragraph

~~Apply SSIC 4700 and Chapter 11.~~ *Retire records under appropri- Subsection of SSIC 11200.*

~~5. DECK LOGS~~

ADD (A) from pg III-3-27a

    ~~a. Original Deck Logs. Logs submitted monthly by USNS ships to homeport commanders.~~

5. DECK LOGS OF COMMISSIONED VESSELS OF THE U.S. NAVY

a. <u>Original Deck Log</u> maintained by the Officer of the Deck on a watch to watch basis on all commissioned vessels of the United States Navy.

Commanding Officer forward daily deck logs monthly to Naval Historical Center (DL) as directed by OPNAV INST 3100.7
(N1-38-92-1)

b. <u>Original Deck Logs predating 1 January 1979</u> in the custody of the Director of Naval History (OP 09BH).

PERMANENT. Transfer to NARA annually when 30 years old.
(N1-38-92-1)

c. <u>Silver Halide Microform and one diazo copy</u> of Deck Logs created 1 January 1979 and later in the custody of the Director of Naval History.

PERMANENT. Transfer to NARA annually when 30 years old.
(N1-38-92-1)

d. <u>Second diazo copy</u> of Deck Logs created 1 January 1979 and later and in the custody of the Director of Naval History.

Retain on board. Destroy when no longer required for reference use.
(N1-38-92-1)

e. <u>Original Deck Logs created 1 January 1979 and later</u>.

Destroy when microfilm has been verified for conformity with archival quality standards and completeness.
(N1-38-92-1)

6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, checkoff sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the US Navy.

a. <u>Quatermaster's Notebook.</u>

Destroy 3 years after the date of the last entry.

b. <u>Commanding Officer's Night and Day Order Books.</u>

Destroy when 2 years old.

c. <u>Engineering Logs and Engineers' Bell Book.</u>

Destroy 3 years after the date of the last entry.

d. <u>Magnetic Compass Records.</u>

Destroy 1 year from date of the last entry.

e. <u>Navigational Timepiece Performance Certificates.</u>

Destroy when rate for new or replacement instrument has been established on board ship.

f. <u>Navigational Timepiece Rate Books.</u>

Destroy 3 months after book is filled.

g. <u>Magnetic Compass Tables.</u>

Destroy when compass is readjusted.

h. <u>Navigator's Workbooks and Records.</u> Include coastal books, loran logs, sight record books, direction finder logs, fathometer readings and soundings.

Destroy when 3 years old.

i. <u>Navigational, Hydrographic, and Meteorological Charts, Maps, and Publications.</u> Include sailing directions, light lists, and other navigational devices.

Destroy when cancelled, superseded, or no longer needed for current operations.

j. <u>Port Clearance Records.</u>

Destroy when 1 year old.

k. <u>Anchor Logs.</u>

Destroy after next regular shipyard overhaul.

l. <u>Condition Inspection Reports and Check off Sheets.</u> Conditions that may affect the safety or operation of the vessel that are maintained by the First Lieutenant.

Destroy when 3 months old.

1. Deck logs of all warships, including amphibious ~~warfare~~ ships, patrol craft, mine warfare craft, and other similar combatant vessels.

    a. Master ~~and~~ one copy

Permanent. Transfer to the WNRC annually. Offer to NARA when 75 years old.

    b. Reference copies

Destroy when 1 year old.

2. Deck logs of all auxiliary vessels, service and yard craft, and similar vessels that perform logistic and support functions.

Permanent. Transfer to WNRC annually. ~~Offer to NARA when~~ 75 years old.

SSIC 3103

NAVAL AIR RESERVE OPERATIONS RECORDS

Retire records under approp-
~~Apply appropriate sub-items of~~
~~SSICs 3700, 3750, or 3760~~
riate Subsection of SSIC 3700, 3750, or 3760

SSIC 3104

COMBAT CAMERA OPERATIONS RECORDS

1. VISUAL INFORMATION (VI) MATERIALS FILES. Motion media; still photography; and audio; recordings covering air, sea, and ground actions, contingencies and emergencies of Armed Forces in combat and combat support operations, including force deployments and activities before, during, and after military engagements.

    a. VI-materials (films, tapes, discs,*Still Photo* or graphic arts) recorded by Navy and Marine Corps combat camera activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps.

Forward
~~Transfer~~ immediately to the Naval Imaging Command, Washington, DC, ~~via 1361 Audiovisual Squadron (AVS), Andrews Air Force Base.~~

b. Other VI materials accumulated by Navy and Marine Corps combat activities including that of local use only.

~~Retain~~ 2 years, or until no longer needed, *except* destroy immediately rejects, retakes, or unreproducibles, and destroy duplicate or extra copies when no longer needed.

c. VI materials accumulated by the Naval Imaging Command for the Navy and Marine Corps central files.

Disposition of VI materials is governed by SSIC 5290 of this instruction.

(1) Motion media recordings.

~~Permanent~~. (Transfer periodically to the DOD Motion Media Records Center, Norton Air Force Base, CA)

(2) Still media recordings.

Permanent. (Transfer periodically to the DOD Still Media Records Center, Washington, DC)

d. Navy and Marine Corps VI materials accumulated by the DOD Still and Motion Media Records Center.

~~Permanent~~. (Transfer periodically to National Audiovisual Center, Suitland, MD)

SSIC 3110

ADMINISTRATIVE ASSIGNMENT OF OPERATING FORCES OF THE NAVY RECORDS

1. Records pertaining to initial administrative assignment or changes to the administrative organization of the operating forces of the Navy.

a. NDW and CNO area Coordinators' Files

Destroy when 4 years old.

b. All Other Files

Destroy when 2 years old.

HOMEPORTS AND YARDS AND PERMANENT DUTY STATIONS RECORDS

1. GENERAL CORRESPONDENCE, FILES, REPORTS, AND OTHER RECORDS.
Files pertain to the homeports and permanent duty stations
establishment, disestablishment, and modification of activities
of the operating forces of the Navy.

Destroy when no longer needed
for reference.

SSIC 3120

OPERATING PROCEDURES, TASKS, AND EMPLOYMENT RECORDS

1. CORRESPONDENCE, REPORTS, AND OTHER PAPERS OF INDIVIDUAL
FIELD ACTIVITIES. Files that document internal operating
procedures or tasks and the employment or deployment of
personnel and materials, *Exclude Fleet Command (FLAG
File) records filed under SSIC 3100 of this Instruction*

Destroy when 2 years old.

~~a. Records of Fleet (Flag) Commanders~~

~~Apply SSIC 3100, pars. 1 and 2.~~

~~b. Records of Other Activities~~

~~Destroy when 2 years old.~~

ADD (A) from pg III-3-31a ⟶

~~SSIC 3121~~

~~OPERATION PLANS AND ORDERS RECORDS~~

~~1. ACTIVITIES COPIES OF OPERATING ORDERS AND RELATED
CORRESPONDENCE AND PAPERS.~~

~~a. Routine Exercises~~

~~Destroy when 2 years old.~~

~~b. Fleet Exercises~~

~~Transfer to WNRC when 4 years
old. Destroy when 15 years
old.~~

SSIC 3121

__OPERATION PLANS AND ORDERS RECORDS__

1. NAVY MASTER COPY OF OPERATIONS ORDERS (OP ORDERS). One copy of all Navy Op-Orders forwarded by the originator to the Office of the Chief of Naval Operations in accordance with current OPNAV directives.

PERMANENT. OPNAV forward all cancelled and superseded OP Orders annually to the Director of Naval History (OP 09BH). DNH transfer to NARA when 30 years old.

2. OP-ORDERS ORIGINATED BY NAVY AND MARINE CORPS FLEET COMMANDS.

File record copy with Flag Files under appropriate subsection of SSIC 3100.

3. OP-ORDERS ORIGINATED BY NAVY AND MARINE CORPS UNITS SUBORDINATE TO THE FLEET COMMAND LEVEL.

Destroy 3 years after cancelled or superseded.

4. COPIES OF OP-ORDERS DISTRIBUTED TO SUBORDINATE UNITS OR COPIES MAINTAINED FOR INFORMATION ONLY.

Destroy when cancelled or superseded.

5. EXERCISE OP-ORDERS. Operations Orders prepared by the Officer Conducting the Exercise for fleet, routine, and specialized training exercises to increase level of Fleet readiness. Exclude copy included with the final exercise report.

    a. __Routine Exercises.__

Destroy when 2 years old.

    b. __Fleet Exercises.__

Retire to WNRC when 4 years old. Destroy when 15 years old.

6. OPERATING PLANS (OP-PLANS)

File records under the appropriate sub section of SSIC 3010.

2. ~~OPERATIONS PLANS~~   Apply SSIC 3010.

SSIC 3122

MILITARY-MEDICAL-DENTAL GUARDSHIP ASSIGNMENT RECORDS

1. CORRESPONDENCE, REPORTS, AND OTHER RECORDS. Records   Destroy when 3 years old.
related to guardship assignments including the employment of
Marine security guard forces.

SSIC 3123

MOVEMENT REPORTS RECORDS

1. CORRESPONDENCE, ORDERS, AND RELATED RECORDS CONCERNING THE   Destroy when 3 years old.
MOVEMENT OF AIRCRAFT, SHIPS, AND OTHER CRAFT

2. MOVEMENT REPORTS. Reports of arrival and departure, vessel   Destroy when 2 years old.
operations, or related movement concerning naval craft
including logs and other control or scheduling records relating
to craft movements within an activity's area maintained by
field activities and not specifically covered elsewhere in
pars. 3120-3129. *Exclude movREPS in the Navy operations
Support Systems (ssic 3092.1)*
3. CONTROL OF SHIPPING OFFICES AND NAVAL PORT CONTROL OFFICES   *Destroy when 2 years old.*
MOVEMENT RECORDS   ~~Apply SSIC 3170, par. 2f.~~

4. MOVEMENT REPORT CENTERS AND OFFICES RECORDS

   a. General Correspondence Files. Files related to the   Destroy when 2 years old.
operations and administration of movement report functions.

   b. Incoming Message Reporting Movements of the Fleet   Destroy when 1 year old.

   c. Daily Summary Message Sheets. Summaries prepared by   Destroy when transmission to
each movement report center or office for transmission of   other centers or offices is
information to other centers or offices.   completed.

d. Ship Locator Cards. Records showing movement made by each unit of the fleet.

(1) Temporary cards showing progress of movement for each fleet units

Destroy upon arrival of craft destination.

~~(2) Master file of movement information retained at the office of the CNO (MRCC level). (Include locator (karadex) cards.)~~

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

e. Copies of Photographs of Daily Continuous Location Plots

Permanent. ~~Transfer~~ *Retire* to ~~FRC, Philadelphia,~~ *WNRC* when 1 year old. *Transfer* ~~Offer~~ to NARA when 20 years old.

SSIC 3124

FLEET AIR OPERATIONS RECORDS

1. OPERATIONAL RECORDS ~~OF AIR WING COMMANDS, SQUADRONS,~~ *Aircraft Squadrons* AND ~~OTHER UNITS~~ *Subordinate units that are not included under SSIC 3100.*

Retire to nearest FRC when ~~Apply SSIC 3100, para. 1 and 2,~~ *2 years old. Destroy when 5 years old.*

2. RECORDS OF FLEET ACTIVITIES. Files related to the routine internal operation and administration of air/space traffic.

Destroy when 2 years old.

SSIC 3125

MARINE AVIATION RECORDS

1. ~~~~ PROGRAM RECORDS. Marine aviation plans and programs to formulate and coordinate plans and to initiate action to fulfill the requirements of Marine aviation, regular and reserve in matters of organization personnel, operational readiness, and logistics to ensure Marine aviation is developed and supported in concert with the overall naval aviation program. *Exclude policy records included in CMC central Correspondence file (SSIC 3000.2) and Fleet Command Files (SSIC 3100.1)*

~~Apply SSIC 3000.~~ *Retire to nearest FRC when 2 years old. Destroy when 10 years old.*

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE   Destroy when 3 years old.

SSIC 3126

FLEET EMPLOYMENT SCHEDULES AND CHANGES RECORDS

1. RECORDS CONSIST OF EMPLOYMENT SCHEDULES, CHANGES, AND   Destroy when 2 years old.
GENERAL CORRESPONDENCE

SSIC 3127

EMPLOYMENT OF THE NAVAL RESERVE RECORDS

1. RECORDS CONCERNING ACDUTRA, WEEKEND AWAY TRAINING, TEMAC,   Destroy when 3 years old or no
AND OTHER TYPES OF EMPLOYMENT OF THE NAVAL RESERVE INCLUDING   longer needed for reference.
TRAININIG AND ADMINISTRATION OF THE NAVAL RESERVE

SSIC 3128

VISITS OF SHIPS RECORDS

1. GENERAL CORRESPONDENCE, FILES, REPORTS, AND OTHER RECORDS

Records pertaining to visits by ships, including visits of U.S.   Destroy when 3 years old.
ships to foreign ports and visits of foreign ships to U.S.   Maintain instructions until
ports. Records include policy, procedures and instructions for   cancelled or superseded.
coordination of port visits; regulations prescribed by the Navy
or host government; requests, modifications, approvals, and
disapprovals of port visit and diplomatic clearance requests;
reports of conditions experienced or incidents that occurred;
and any post visit reports.

a. Ships Visits by Nuclear Weapons Capable Ships.

Records pertaining to regulations, instructions, and
procedures for visits by nuclear weapon capable ships.
Records include restrictions and special safety regu-
lations enacted by host nation government, procedures
for safety and security of the vessel, and reports of
the conduct of the visit, to include any incidents
occurring.

Permanent. Transfer to nearest
FRC when no longer needed for
reference. Offer to NARA 20
years after transfer.

a. b. Ship Visits by Nuclear Powered Warships

Records pertaining to regulations, instructions, and
procedures for visits by nuclear powered warships.
Records include restrictions, environmental monitor-
ing requirements, and special safety regulations en-
acted by host nation government; procedures for safety
and security of the vessel; procedures and instructions
for coordination of port visits; requests; modifica-
tions, approvals, and disapprovals of port visit and
diplomatic clearance requests; and reports during or
after the visit of conditions encountered or incidents
that occurred.

Retire
Permanent. Transfer to nearest
FRC when no longer needed for
reference. Offer to NARA 20
years after transfer. 2 years
old. Destroy when 10 years
old.

SSIC 3129

MARINE AMPHIBIOUS OPERATIONS RECORDS

Apply SSICs 3000, 3100, and
3340.
Retire records under
appropriate subsection
of SSIC 3100 for actual
operations or SSIC
3340 for tactical guides.

ADD (A) from page III-3-36a ⟶

~~SEARCH AND RESCUE RECORDS~~

~~1. PRIMARY PROGRAM RECORDS. Files that document the development, establishment, and execution of policies, plans and procedures for the organization and administration of search and rescue functions with the naval establishment.~~   ~~Permanent. Transfer to the nearest FRC when 4 years old. Offer to NARA 20 years after transfer.~~

~~2. GENERAL CORRESPONDENCE. (Exclude records covered in par. 3130.1.)~~   ~~Destroy when 3 years old.~~

~~3. SEARCH AND RESCUE REPORTS~~   ~~Destroy when 5 years old or entered into ADP system, whichever is earlier.~~

SSIC 3140-3148

GEOPHYSICAL, OCEANOGRAPHIC, HYDROGRAPHIC, OR MC&G SUPPORT RECORDS

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

SEARCH AND RESCUE (SAR) RECORDS.

1. DEPARTMENTAL SAR POLICY FILE. Instructions, notices, and planning papers that document Navy policy for reaction to vessel and aircraft accidents requiring SAR operations. Records are accumulated by the Office of the Chief of Naval Operations.

PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.

2. AGREEMENTS RECORDS. Formal agreements and supporting papers relating to Search and Rescue operations involving foreign, federal, state, local, and private organizations.

Destroy 1 year after agreement is terminated.

3. SAR SUPPORT CONTROL RECORDS. Lists of organizations participating in SAR operations and locations of facilities.

Destroy when cancelled or superseded.

4. PROCEDURE FILES. Plans, OP-Order Annexes, Tactical Publications, Watch Quarter and Station Assignment Bills, and instructions that detail individual activities response in Search and Rescue Missions.

Destroy when cancelled or superseded.

5. SAR EXERCISES AND DRILLS RECORDS. Reports of exercises conducted by Navy units to test response to emergency situations.

Destroy when 6 months old.

6. SAR MISSION AND INCIDENT REPORTS. Exclude reports filed with Flag Files under SSIC 3100.1.

Destroy when 1 year old.

NAVAL OCEANOGRAPHY PROGRAM RECORDS

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

    a. Commands converting data to microform:

       (1) Original documents
                                        Destroy after verification that microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

       (2) One silver halide microform set and one diazo or vesicular copy
                                          Permanent. Transfer to nearest FRC when 4 years old. Transfer to NARA when 20 years old.

       (3) Other microform copies
                                          Destroy when no longer required for reference.

    b. Commands not converting data to microform:

(1) Original documents	Permanent. Transfer to nearest FRC when 4 years old, transfer to NARA when 20 years old.

2. GENERAL RECORDS

    a. <u>Files of 4th echelon and subordinate oceanography commands. Files and records documenting the organization of the command; accomplishment of plans, studies, projects; and essential transactons of the command</u>.   Destroy when 2 years old.

    b. <u>Files of Commander Naval Oceanography Command (CNOC) and subordinate 3rd echelon commands that document routine internal activities</u>.   Destroy when 2 years old.

3. WEATHER PHENOMENA RECORDS. Files documenting the history of and research into hurricanes, typhoons, or other storms, ice formulation, meteorological and other weather or related phenomena; records related to meteorological equipment and materials research. Consists of reports, research data, photographs, and other supporting papers.   Permanent. Transfer to nearest FRC when 4 years old. Transfer to NARA when 20 years old.

<div align="center">

SSIC 3141

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<u>OBSERVATIONS/MEASUREMENTS RECORDS</u>

1. WEATHER OBSERVATIONS

    a. <u>Monthly observations. Routine observations from Naval units</u>.   Transfer monthly to Naval Oceanography Command Detachment (NOCD), Asheville, NC for periodic transfer to the National Climatic Center.

b. <u>Monthly observations from units attached to special missions or expeditions</u>.

Retain on board for three months then transfer to NOCD, Asheville, NC for periodic transfer to the National Climatic Center.

c. <u>Reconnaisance observations and other observations not covered by specific directives</u>.

Retain on board for one year then transfer to NOCD, Asheville, NC.

d. <u>Duplicate copies of observations</u>.

Destroy when 6 months old.

e. <u>Worldwide unclassified weather observatons received in electronic form by Fleet Numerical Oceanography Center (FNOC) from WMO and other national and internation sources. Included is some satellite data</u>.

Transfer monthly to NOCD, Asheville, NC for periodic transfer to the National Climatic Data Center (NCDC).

f. <u>NATO and Department of the Navy Security classified weather observations</u>.

Retain on board (Fleet Numerical Oceanography Command (FNOC) Monterey, CA, until declassified then transfer to NOCD, Asheville, NC for periodic transfer to NCDC.

g. <u>Satellite observations consisting of</u>:

(1) Microwave Imagery (SSMI)

Transfer to National Environmental Satellite Data Information Systems. (NESDIS) - a component of NOAA.

(2) GEOSAT extended mission data (altimetry) and visual infrared (IR) data from all satellites.

Destroy when no longer required for reference use.

(3) Shared processing data received from Television Infrared Observation Satellite (TIROS), Geostationary Meteorological Satellite (GOES), Advanced Very High Resolution Radiometer (AVHRR), and MCSST.

Destroy when no longer required for current operational use.

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

   a. Hydrographic Survey Records

      (1) Silver halide microform copies of Real Time System (RTS) logs, sounding journals, sonar tracer and data sheets, Senior Naval Oceanographic Office Scientist (SNS) Reports, and hydrographic survey smooth sheets.

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

      (2) Final charts produced from survey.

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

      (3) Paper originals of RTS logs, sounding journals, sonar tracer and data sheets, SNS reports, and hydrographic survey smooth sheets.

          Destroy after microform has been verified.

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

          Destroy after 2 years.

   b. Geodetic Records

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

          Destroy when no longer required.

      (2) Paper copies of geodetic compilations and reports.

          Destroy after verification of microform.

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

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

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

3. DEEP OCEAN BATHYMETRY RECORDS

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

Destroy when no longer needed for survey or compilation check.

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

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

c. Echograms

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

(a) Microform copy

Destroy when no longer required for reference.

(b) Original data

Destroy after verification of microform.

(2) From non-vital ocean areas

Destroy when no longer required.

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

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

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

Transfer to nearest FRC when 2 years old. Destroy when 4 years old.

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

Destroy when no longer required.

4. **OCEAN MEASUREMENTS RECORDS**

a. **General Records.** Reference material such as descriptions of marine environment and study of the oceans and related science, biological, chemical, dynamic, physical, acoustic, shore and near shore processes, ocean bottom processes, underwater sound tabulations of sea and current data; charts containing oceanography illustrations to be incorporated in hydrographic project programs.

Destroy when no longer required for reference use.

b. **Geology and Geophysics Records.** Intermediate marine geology and geophysics survey data used in chart and publication preparation and models of ocean bottom and subbottom.

Destroy when no longer required for reference use.

c. **Gravity Records.** Survey records from the field, high and low frequency records, satellite records, quality control records, and survey design and production records.

Destroy when no longer required for reference use.

d. **Magnetic Records.** Airborne and marine survey documents such as, magnetic tapes, navigational logs, data tapes, charts, plots, microform analog records and chart products.

Transfer to DOD Geomagnetic Library, Stennis Space Center, MS.

e. **Bathythermograph (XBT) Recorder Strip Charts.**

(1) Declassified XBT Recorder Strip Charts maintained by FNOC.

Transfer to nearest FRC when 2 years old. Destroy when 30 years old.

(2) XBT Recorder Strip Charts that cannot be declassified.

Destroy when 30 years old.

(3) Digitized information extracted from XBT Recorder Strip Charts.

Retain at FNOC. Destroy when no longer required for reference use.

f. Bathythermograph (XBT) Message Data

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

SSIC 3142

DATA COLLECTION RECORDS

1. Correspondence reports, and other papers documenting the makeup, revisions, and use of codes or formats in collecting and transmitting geophysics information.

Destroy when 2 years old.

SSIC 3143

DATA ANALYSIS RECORDS

1. WEATHER ANALYSIS

a. Maps and charts (or tape records thereof) maintained by Naval Oceanography Centers; exclude weather analysis records maintained by Fleet Numerical Oceanography Center, Monterey, CA

Destroy when 1 year old.

b. Microform weather/oceanographic maps and charts and numercial analysis data maintained by Fleet Numerical Oceanography Center, Monterey.

Destroy when no longer required for reference use.

c. Weather maps and charts maintained by other activities.

Destroy when no longer required.

SSIC 3144

DATA PREDICTION RECORDS

1. WEATHER MAPS AND CHARTS

a. Originated by Navy Oceanography Centers

Destroy after 2 years.

b. Originated by other activities

Destroy when no longer required.

c. Facsimile maps and charts/teletype data

Destroy after 30 days.

SSIC 3145-3148

DATA AND INFORMATION PRODUCTS

SSIC 3145

INFORMATION PRODUCTS

1. WEATHER FORECASTS, ADVISORIES and other operational support products.

Destroy when 1 year old.

2. CLIMATOLOGICAL INFORMATION excluding publications.

a. Original studies of an area.

Retain on board for 1 year then transfer to NOCD, Asheville, NC for periodic transfer to NCDC.

b. Optimum Track Ship Routing (OTSR) messages when ship has sustained weather damage on the transit.

Transfer to nearest FRC after 1 year. Destroy when 10 years old.

c. Optimum Track Ship Routing (OTSR) messages when no weather damages to ship occurred.

Destroy when 1 year old.

d. Climatological studies compiled from published sources.

Destroy when no longer required for reference use.

3. **PUBLICATIONS**

    a.   <u>Climatic Publications such as atlases, and published studies</u>.

        (1) Originator of publication   Permanent. Retain record copy on board. Transfer to NARA when 50 years old pending Navy review to determine if continued agency retention is required.

        (2) Other commands holding climatic publications   Destroy when cancelled, superseded or no longer required.

    b.   <u>Oceanographic, hydrographic, or MC&G publications including printed manuals, tables and charts</u>.

        (1) Originator of publication   Transfer record copy to Naval Oceanographic Office.

        (2) Record copy maintained by Naval Oceanographic Office.   Permanent. Retain on board. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.

        (3) Other commands holding publications.   Destroy when cancelled or superseded.

    c.   <u>Hydrographic Office (HO) Publications 1866-1962 record set of HO Publications (complete - 90 cuft) maintained by the Matthew Fontaine Maury Oceanographic Library, NSTL, MS</u>.   Permanent. Retain on board, transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.

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

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

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

a. Master file and historical data tapes

Destroy after 3rd system backup.

b. Input data tapes and paper record

Destroy when no longer required.

c. Output data and reports-COM and paper

Destroy when no longer required for reference.

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

Destroy when superseded or no longer needed for reference.

SSIC 3146

DATA/INFORMATION DISSEMINATION

Delete this SSIC.

Refer to SSIC 3145.

SSIC 3147

DATA/INFORMATION QUALITY ASSURANCE

Delete this SSIC.

Refer to SSIC 3145.

SSIC 3148

DATA/INFORMATION ARCHIVING

Delete this SSIC.

Refer to SSIC 3145.

SSIC 3150

DIVING AND HYPERBARIC SYSTEMS OPERATIONS

1. Individual Diving Log report forwarded to NAVSAFECEN by each diver after each dive of hyperbaric exposure.

Destroy when 20 years old.
~~Permanent. A copy may be retained by the individual diver for his own records. No copy need be retained by command.~~

2. COMMAND DIVING LOG. Legal record of details of each dive or hyperbaric exposure conducted.

Destroy after three years from date of last entry.

3. INDIVIDUAL DIVING LOG. Record kept by each Navy diver for each dive or hyperbaric exposure, including non-Navy recreational dives.

~~Permanent.~~ Kept by individual as long as he or she is an active Navy diver.

4. GENERAL CORRESPONDENCE FILES. Files pertaining to the Navy diving program including copies of accident reports, safety surveys, etc.

Destroy when 2 years old.

SSIC 3151

DIVING AND HYPERBARIC SYSTEMS SAFETY CERTIFICATION

1. Diving and Hyperbaric Systems maintenance, work procedures, and reentry control (REC) records.

Destroy after 7 years.

Hyperbaric Facilities
2. ~~Initial Fabrication and~~ Testing records. Maintained by NAVSEA, NAVFAC, ~~and/or the manufacturing contractor~~. *Exclude construction records filed under ssic 11155.*

Destroy after 7 years.

3. SYSTEM CERTIFICATION CERTIFICATE AND LETTER OF CERTIFICATION.

Retain until subsequent certification received.

4. GENERAL CORRESPONDENCE FILES. Files and records pertaining to system certification including requests for certification and correspondence on deficiency corrective action.

Destroy when 3 years old.

SSIC 3160-3168

ASTRONOMICAL AND CHRONOMETRIC SUPPORT

Records in this series (3160-3168) relate to all phases of astronomy and time service carried out at the U.S. Naval Observatory, including the Astrometry and Time Service Departments, the Nautical Almanac Office and Flagstaff Station. These records are accumulated at the Naval Observatory in Washington, DC., the Flagstaff Station in Arizona, Naval Observatory Time Service Alternate Station in Richmond, Florida and the Black Birch Astrometric Observatory near Blenheim, New Zealand.

SSIC 3160

GENERAL ASTRONOMICAL AND CHRONOMETRIC SUPPORT RECORDS

1. PRIMARY PROGRAM RECORDS. General correspondence and other records of the Superintendent, Scientific Director, scientific departments, Flagstaff station and other stations, that document primary mission responsibilities pertaining to astronomy and timekeeping. This includes records relating to the development and operation of scientifc programs, the establishment of stations and substations; and design, development and construction of instruments.

Permanent. ~~Transfer to NARA~~ *Retire to WNRC* via WNRC after 5 years. *When 2 years old. Transfer to NARA when 10 years old.*

2. Professional scientific papers of astronomers.

Permanent. ~~Transfer to NARA via WNRC after 5 years.~~ *Retire to WNRC* *When 2 years old. Transfer to NARA when 10 years old.*

3. Incoming and outgoing messages of a routine nature.

Destroy after 2 years.

III-3-49

SSIC 3161

OBSERVATIONS/MEASUREMENTS

1.   Photographic plates from all Naval Observatory telescopes, including the PZT, 26", 40" and 61" as well as older plates from telescopes no longer in operation.

Permanent. Transfer to NARA
~~via WNRC after 5 years.~~ *when 10 years old.*

2.   Computer hardcopy, disk and tape output from astrometric, photometric, oℛ spectroscopic observations, containing original raw data acquired through observation or measurement, whether manually or by data acquisition systems.

Disposition Not Authorized
~~Permanent.   Transfer to NARA~~
~~via WNRC after 5 years.~~
~~when 10 years old.~~

SSIC 3162

DATA COLLECTION

1.   Correspondence, reports and other papers documenting procedures for data collection in astronomy and time service, and for transmitting astronomical and chronometric information. *Exclude primary Program Records filed under SSIC 3160.1. File pertinent file layouts, code books, and procedure documentation with Permanent records transferred to NARA under SSIC 3161.2, 3163, 3164, and 3165.*

Retire to WNRC when 2
~~Samples for permanent~~
~~retention; transfer to NARA via~~
~~WNRC after 5 years; destroy~~
~~remainder after 2 years.~~
years old. Destroy when 5 years old.

SSIC 3163

DATA ANALYSIS

1.   Computer hardcopy, tape and disk output resulting from photographic plate measurement.

Disposition Not Authorized
~~Permanent.   Transfer to NARA~~
~~via WNRC after 5 years.~~
~~when 10 years old.~~

2.   Computer hardcopy, tape and disk output resulting from reduction and analysis of transit circle observations.

Disposition Not Authorize
~~Permanent.   Transfer to NARA~~
~~via WNRC after 5 years.~~
~~when 10 years old.~~

3.   Hardcopy or computer records relating to all other Naval Observatory telescopes.

Disposition Not Authorized
~~Permanent.   Transfer to NARA~~
~~via WNRC after 5 years.~~
~~when 10 years old.~~

DATA PREDICTION

Correspondence, reports and other papers documenting procedures for data prediction, as well as computer files related to prediction.

Disposition Not Authorized
~~Permanent. Transfer to NARA~~ ~~via WNRC after 5 years.~~ *when 10 years old.*

SSIC 3165

INFORMATION PRODUCTS

These are published records of final products, including publications of the Nautical Almanac Office (such as the Astronomical Almanac), Time Service and Astrometry Departments widely disseminated through the government, scientific community and the public. *Publications include Nautical, Air, and Astronomical Almanacs, Astronomical Phenomena, the Almanac for Computers, Time Service Announcements, and numerous aids for navigators, astronomers, and geodists. Exclude Scientific papers filed under SSIC 3160.2 of this instruction*

PERMANENT
~~Retain samples.~~ *Retire copy of all publications to WNRC annually. Transfer to NARA when 5 years old.*

SSIC 3166

DATA/INFORMATION DISSEMINATION

Correspondence, reports and papers related to data dissemination, especially by the Nautical Almanac Office, but also double star, time service, astrometric and other astronomical data disseminated to the public. *Exclude Directives, Inter Agency Agreements and Similar records filed as Primary Program records under SSIC 3160.1 of this Instruction*

Retire to WNRC when 2 years old.
~~Permanent. Transfer to NARA~~ ~~via WNRC after 5 years.~~ *Destroy when 10 years old.*

SSIC 3167

DATA/INFORMATION QUALITY ASSURANCE

Computer hardcopy, disks and tapes containing the comparison of star catalogues or other astronomical $\wedge$ information.
or time validation

~~Disposition Not Authorized~~
~~Destroy 2 years after inactive.~~
Destroy 2 years after inactiv

DATA/INFORMATION ARCHIVING

~~1. Photographic plates and records as described in SSIC 3161.~~   ~~Apply SSIC 3161.~~

1 ~~2~~. Computer ~~hardcopy~~ *Printouts*, tapes and disks containing final data for astrometry, time service, and general astronomy.   ~~Permanent. Transfer to NARA via WNRC after 5 years.~~ *Disposition NOT Authorized.*

SSIC 3170

GENERAL PORT OPERATIONS RECORDS

1. GENERAL CORRESPONDENCE FILES AND REPORTS. Records related to the internal operation and administration of port operations at naval activities, including the operation of anchorage and berthing facilities and service craft and ships. *Include liaison files with Coast Guard Port Control officers.*   Destroy when 2 years old.

2. NAVAL PORT CONTROL OFFICES' RECORDS

    a. <u>General Correspondence Files that Document Naval Port Control Offices' Programs, Policies, Procedures, and Essential Transactions</u>   Destroy when *5* years old.

    b. <u>General Correspondence Files Related to the Routine Internal Operation and Administration of the Office</u>. Files include those of operating divisions and other organizational units, such as those of the operations officer, the officer-in-charge of service craft, and the ordnance officer.   Destroy when 2 years old.

    c. <u>Daily Shipping Report Files</u>. Records prepared by port control officers or senior officers afloat. Records contain shipping data regarding naval and merchant marine ships in the area, such as information on arrivals, departures, and scheduled departures, port schedules, ships present, and other information regarding naval and merchant marine ships in port.   Destroy when 1 year old.

d. <u>Periodic Statistical Reports Reflecting the Nature and Volume of Ship Movements</u>

Destroy when 3 years old.

e. <u>Movement Files</u>. FIles of naval port control offices containing operating and movement data on ships whose operations are of interest to the naval base or the naval port control officer.

    (1) Official record copies

~~Permanent~~. *Retire* ~~Transfer~~ to nearest FRC 3 years after last briefing of ship in the area. ~~Offer to NARA when 30 years old~~. *Destroy when 7 years old.*

    (2) Duplicate copies of reports

Destroy 6 months after the official record copies are forwarded to the operations division of the associated fleet command.

f. <u>Logs or Similar Records of Harbor Services</u>. Files indicate services provided by the naval port control officer to non-naval vessels and activities.

~~Permanent~~. *Retire* ~~Forward~~ to nearest FRC *when* ~~3~~ years *old* ~~after last entry in log or other record~~. ~~Offer to NARA when 20 years old~~ *Destroy when 7 years old.*

g. <u>Service Craft Reports</u>. Related memoranda and correspondence concerning the cleaning, inspection and maintenance of service craft and the care of equipage and stores.

Destroy when 1 year old.

h. <u>Operational Performance Records of Engines of Service Craft</u>

Destroy when 6 months old.

i. <u>Machinery and Engine Service Records</u>

Destroy when entry is made on material history card, upon completion of overhaul, or machinery is surveyed, whichever is earlier.

j. <u>Inspection Records</u>. Copies of ships inspections, tests, and check-off sheets, including records of air tests. (See SSIC 4730 for records of boards of inspection and survey.)

Destroy when superseded by new inspection record.

3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS

a. <u>General Correspondence Files</u>. Files related to the routine internal operation and administration of the naval control of shipping offices.

Destroy when 3 years old.

b. <u>Ship Data Cards</u>

Destroy upon disestablishment of the office.

c. <u>Ship Cards or Other Log Records of Serial Numbers of Routing Instructions</u>

Permanent. ~~Transfer~~ *Retire* to nearest FRC upon disestablishment. ~~Offer~~ *Transfer* to NARA ~~30~~ *25* years, ~~after transfer.~~ *when old*

d. <u>Commodores Analysis Sheets</u>. Official analysis sheets held by originating naval control of shipping office.

Permanent. ~~Transfer~~ *Retire* to nearest FRC when 6 months old. ~~Offer~~ *Trans* to NARA when 20 years old.

e. <u>Convoy Master Sheets</u>. Records held by originating naval control of shipping office.

Permanent. ~~Transfer~~ *Retire* to nearest FRC when 6 months old. ~~Offer~~ *Trans* to NARA when 20 years old.

f. <u>Sailing Orders Folders</u>. Official record copies held by originating naval control of shipping office.

Permanent. ~~Transfer~~ *Retire* to nearest FRC when 6 months old. ~~Offer~~ *Trans* to NARA when 20 years old.

g. <u>Routing Instructions</u>. Official record copies of routing instructions convoy formation diagrams and routing instruction envelopes maintained by originating naval control of shipping office.

Permanent. ~~Transfer~~ *Retire* to nearest FRC when 6 months old. ~~Offer~~ *Trans* to NARA when 20 years old.

h. <u>Secret Naval and Merchant Vessel Logs</u>

Permanent. ~~Transfer~~ *Retire* to nearest FRC when 6 months old. ~~Offer~~ *Trans* to NARA when 20 years old.

ADD Ⓐ from page III-3-55a ⟶

~~i.   Drill Messages.   Messages received or sent by naval control of shipping offices in peacetime.~~   ~~Destroy when 3 months old.~~

SSIC 3171

ANCHORAGE AND BERTHING RECORDS

1.   ANCHORAGE AND BERTHING REPORTS.   Monthly or other periodic reports of ships anchored or berthed in the area, including ships of the inactive reserve fleet.

Destroy when 2 years old.

2.   BERTHING RECORDS.   Cards, lists, or other records of berthing assignments for ships and other craft anchored in the local area.

Destroy 1 years after craft is reassigned or leaves the area.

ADD Ⓑ from page III-3-55b ⟶   ~~SSIC 3172~~

~~BOARD OF SHIPS RECORDS~~

~~1.   PRIMARY PROGRAM RECORDS.   Files for interagency and inter/intra-government maritime and ocean transportation planning matters established at headquarters level.~~   ~~Apply SSIC 3100, par. 1~~

~~2.   GENERAL CORRESPONDENCE.~~   ~~Destroy when 3 years old.~~

SSIC 3173

SHIP'S BOATS RECORDS

1.   GENERAL CORRESPONDENCE PERTAINING TO BOATS   Destroy when 10 years old.

2.   CORRESPONDENCE RELATED TO INDIVIDIAL BOATS (BY HULL NUMBER).   Files include authorization documents, issue documents, inspection reports, and disposition documents.   Destroy when 10 years old.

i. <u>Naval Control of Shipping Reserve Program Records.</u>
Correspondence, reports, orders, mobilization plans, and similar
records relating to the administration of the Naval Reserve Naval
Control of Shipping Program.   Exclude Primary Program Records of
Commander Military Sealift Command filed under SSIC 4620.1 and
Commander Naval Reserve Force filed under SSIC 1001.1.

Destroy when 3 years old.

j. <u>Peacetime Exercise Records.</u>

(1) Exercise Case File.   Operations-Orders, critique
sheets, final exercise report, evaluation and analysis documents,
and lessons learned.   Records are maintained by the Officer
Conducting the Exercise (usually Fleet Commander or Commander
Military Sealift Command).

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

(2) Participating Unit Files. Exercise message traffic,
logs, and similar records relating to the conduct of exercises.
Include copies of exercise reports and OP-Orders.

Destroy when 1 year old.

VESSEL BOARDING RECORDS

1. BOARDING REPORTS. Reports of boardings of merchant vessels by   Destroy when 1 year old.
Navy Port Control Officers for purposes of inspection for
compliance with US and local laws.

REPLENISHMENT RECORDS

1. GENERAL CORRESPONDENCE FILES OF A ROUTINE INTERNAL NATURE   Destroy when no longer needed.
    *Records include Underway Replenishment Group schedules,
    hood lists, message requests from Fleet Units for
    Supplies.*   ~~SSIC 3190~~

ADD Ⓐ *from Page 111-3-56a* ⟶
~~LAW ENFORCEMENT (HARBOR PATROL) RECORDS~~

~~Delete this SSIC.~~   ~~Refer to SSIC 1630.~~

●

CRYPTOLOGY RECORDS

RECORDS IN THIS (3200-3299) SERIES RELATE TO GENERAL CRYPTOLOGY
RECORDS (CRYPTOLOGIC ARCHITECTURE AND TOTAL SYSTEMS
INTEGRATION; CRYPTOLOGIC SUPPORT GROUP OPERATIONS (CONCEPT,
POLICY); ADP SUPPORT TO CRYPTOLOGIC SYSTEMS; CRYPTOLOGY AND
COMMAND, CONTROL, AND COMMUNICATIONS (C3); MARINE CORPS
CRYPTOLOGIC POLICY AND OPERATIONS; AND NAVRESSECGRU CRYPTOLOGIC
POLICY AND OPERATIONS); GENERAL SIGNALS INTELLIGENCE (SIGINT)
RECORDS (SIGINT POLICY AND PROCEDURES (USSID)); NAVY *SIGINT*
COMPARTMENTED SIGINT PROGRAMS, ALLIED EFFORTS, ~~SIGNIT~~ EQUIPMENT
RESOURCES, AND SIGINT EQUIPMENT INSTALLATION AND CONFIGURATION
CONTROL); NATIONAL SIGINT OPERATIONS RECORDS (COLLECTION,
PROCESSING AND REPORTING, EVALUATION, FIELD STATION OPERATIONS,
SIGINT SYSTEMS SUPPORT (E.G., FLEXSCOPE, IATS), SIGINT DIRECT
SERVICE, AND TARGET COMMUNICATIONS SYSTEMS); FLEET CRYPTOLOGIC
SUPPORT RECORDS (SURFACE DIRECT SUPPORT OPERATIONS, AIR
SYSTEMS, CRYPTOLOGIC SHORE AIRBORNE DIRECT SUPPORT OPERATIONS,
AIR SYSTEMS, CRYPTOLOGIC SHORE SUPPORT ACTIVITIES, AND SHORE
SYSTEMS); ELECTRONIC WARFARE SUPPORT RECORDS (TECHNICAL
GUIDANCE UNIT OPERATIONS AND SIGNAL CHARACTERISTICS IDENTIFI-
CATION SYSTEMS); ELECTRONIC INTELLIGENCE (ELINT)OPERATIONS
RECORDS (ELINT COLLECTION SYSTEMS, ELINT SYSTEMS PROCESSING AND

LAW ENFORCEMENT RECORDS

1. COUNTER NARCOTICS SUPPORT RECORDS.   Reports,planning and   Destroy when 5 years old.
coordination papers that document Navy's participation in
government wide interdiction and counter narcotics support
operations.   Include correspondence and liaison meetings records
with Coast Guard and Drug Enforcement Administration. Records are
maintained by the Deputy Chief of Naval Operations for Plans,
Policy, and Operations (N3/N5).

SSIC 3200

CRYPTOLOGY GENERAL RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, directives, and other records created and maintained by SECNAV, CNO, CMC and Commander Naval Security Group Command that reflect Navy implementation of policy established by the Director of the National Security Agency relating to the military function that deals with encrypted or otherwise disguised or hidden telecommunications of foreign entities.

PERMANENT. Retire to Naval Security Group Central Depository, Crane, IN when 2 years old. Transfer entire series or 5 year blocks thereof to NARA, if un-classified or declass-ified, when 50 years old. Records for which special protection has been extended beyond 50 years will be reviewed for declassification every 10 years there-after until releasable. the series will then be transferred to NARA in 5 year blocks through appropriate channels.

2. GENERAL CORRESPONDENCE. Correspondence, reports, and other records relating to cryptology maintained by commands subordinate to CNO, CMC, and Commander Naval Security Group Command.

Destroy when 2 years old.

REPORTING, ELINT SYSTEMS DATA BASE, AND ELINT TECHNICAL
SUPPORT); GENERAL SIGNAL SECURITY (SIGSEC) RECORDS (SIGSEC
FLEET AND AFLOAT OPERATIONS, SIGSEC LAND BASED OPERATIONAL
SURVEILLANCE SYSTEMS, SIGSEC TACTICAL APPLICATION PROGRAMS
(E.G., HULTEC), COMSEC TELEPHONE MONITORING, SIGSEC EQUIPMENT
RESOURCES, SIGSEC TRAINING PROGRAM (INCLUDE COMSEC TRAINING
VISITS), COMSEC ADVICE AND ASSISTANCE PROGRAM, AND COMSEC
BRIEFING AND FILMS PROGRAMS); HIGH FREQUENCY DIRECTION FINDING
(HFDF) OPERATIONS RECORDS (NG HFDF OPERATIONS AND WB ACQ/HFDF
OPERATIONS); AND ADVANCED CRYPTOLOGIC SYSTEMS DEVELOPMENT
(CRYPTOLOGIC R&D).

Add Ⓐ from page III-3-57A

~~SSIC 3200~~

~~CRYPTOLOGY GENERAL~~

~~Permanent. Transfer to the
Naval Security Group Central
Depository, Crane, IN, when 2
years old. NAVSECGRUCOM will
review for possible downgrading
or declassification and offer
to NARA through appropriate
channels in accordance with
regulations.~~

SSIC 3202

CRYPTOLOGIC ARCHITECTURE AND TOTAL SYSTEMS INTEGRATION

Records relating to the planning, development and
implementation of cryptologic systems and related systems
architectures. *Records accumulated by Naval Security
Group Command, Headquarters.*

~~Apply SSIC 3200.~~ *PERMANENT
TRANSFER TO NARA in
accordance with SSIC
3200.1.*

SSIC 3203

CRYPTOLOGIC SUPPORT GROUP OPERATIONS (CONCEPT, POLICY)

Records relating to the cryptologic support group (Concept, Policy) worldwide.

~~Apply SSIC 3200.~~ *PERMANENT. Transfer to NARA in accordance with SSIC 3200.1.*

SSIC 3205

ADP SUPPORT TO CRYPTOLOGIC SYSTEMS

● Delete. *this SSIC. File with specific system* ~~Include under specific systems.~~ *under SSIC 3230 to 3239.*

~~Apply SSIC 3200.~~

SSIC 3206

CRYPTOLOGY AND COMMAND, CONTROL AND COMMUNICATIONS (C3)

1. PROGRAM RECORDS
Records relating to management of architecture and communications, *including directives, policy implementation letters maintained by HQ Naval Security Group Command.*

~~Apply SSIC 3200.~~ *PERMANENT. Transfer to NARA in accordance with SSIC 3200.1*

2. GENERAL FILES. Records include resource allocation documents, budget and funding files, and management SSIC 3208 *files maintained by 3rd echelon and subordinate activities,*

Destroy when 2 years old.

● MARINE CORPS CRYPTOLOGIC POLICY AND OPERATIONS

1. OPERATIONAL RECORDS
Records relating to all aspects of Marine Corps cryptologic operations including Field Station, Afloat, and Radio Battalion Operations.

~~Apply SSIC 3200.~~ *PERMANENT. Transfer to NARA in accordance with SSIC 3200.1.*

2. GENERAL Records. Organizational and administrative records maintained by Marine Corps Units.

Destroy when 2 years old.

NAVRESSECGRU OPERATIONS AND POLICY

1. NAVAL RESERVE POLICY RECORDS. mobilization and ~~Records relating to all aspects of the NAVRESSECGRU.~~ Operational Plans and organizational records maintained by Naval Security Group Command HQ.

2. RESERVE UNIT RECORDS. Training records and correspondence files maintained by NAVRESSECGRU units

Apply ~~SSIC 3200~~. PERMANENT Transfer to NARA in accordance with SSIC 3200.1.

Destroy when 2 years old.

SIGINT GENERAL

Signals Intelligence is a general category referring to intercepting and analyzing any type of electromagnetic signal. File all records under SSIC 32/1-3227

Apply ~~SSIC 3200~~

SIGINT POLICY AND PROCEDURES (USSID)

Records relating ~~primarily~~ to the U.S. Signals Intelligence Directives System (USSID).

Apply ~~SSIC 3200~~. Destroy when no longer required for reference. Record copies are maintained by NSA.

NAVY COMPARTMENTED SIGINT PROGRAMS

Records relating to all information pertaining to compartmented program administration, operations and support.

Apply ~~SSIC 3200~~. PERMANENT Transfer to NARA in accordance with SSIC 3200.1

SIGINT EQUIPMENT RESOURCES

Records relating to current equipment inventories, capabilities and funding data.

Apply ~~SSIC 3200~~. Retain on board. Destroy when no longer required

SIGINT EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL

Records relating to installation Planning, BESEP, Engineering and Technical Support, Site surveys and related information. Exclude architecture and systems integration records retired under ssic 3202.

Apply SSIC 3200. Destroy when 5 years old.

SSIC 3220

NATIONAL SIGINT OPERATIONS

Navy Department implementation of NSA policy for Source identification, collection, processing, evaluating, and reporting SIGINT operations. Include directives, studies and other records specifying techniques employed

SSIC 3221

Apply SSIC 3200. PERMANENT. Transfer to NARA in accordance with SSIC 3200.1

COLLECTION

1. Records relating to the management of National SIGINT Mission, requirements, methods and manpower employed. Records accumulated by Commander Naval Security Group Command.

2. PERSONNEL RECORDS. Training forms, performance evaluations, Suitability records and other records relating to individuals assigned to SIGINT collection function

SSIC 3222

Apply SSIC 3200. PERMANENT. Transfer to NARA in accordance with SSIC 3200.1.

Destroy when individual is transferred.

PROCESSING AND REPORTING

Records relating to topics related to SIGINT processing, reporting and dissemination methods and manpower. Exclude directives and procedural instructions filed under SSIC 3220.

Apply SSIC 3200. DESTROY when 2 years old.

SSIC 3223

EVALUATION

Records relating to information which evaluates the effectiveness of any aspect of the National SIGINT Effort.

Apply SSIC 3200. PERMANENT. Transfer to NARA in accordance with SSIC 3200.1

FIELD STATION OPERATIONS

1. commanding officer/officer in charge correspondence files
~~records relating to those topics that are Navy site specific~~.
and other records, relating to the mission of the site.
Exclude command histories filed under SSIC 5757.1.

Destroy when 5 years old.
~~Apply SSIC 3200.~~

2. General Administrative and house-
keeping records.

SSIC 3225

Destroy when 2 years old.

SIGINT SYSTEMS SUPPORT

Delete. File under 3220.

~~Apply SSIC 3200.~~

SSIC 3226

SIGINT DIRECT SERVICE

TEXTA (Technical Extracts from Traffic Analysis)
~~Delete. File under 3220~~.

Destroy when evaluated and
~~Apply SSIC 3200.~~ reported on
when 1 year old whichever
is earlier.

SSIC 3227

TARGET COMMUNICATIONS SYSTEMS

Case Files
~~Records~~ relating to information that is Foreign Communications
System Specific. Exclude reports submitted to Commander
Naval Security Group Command and filed under SSIC 3200.

~~Apply SSIC 3200.~~ Destroy when
2 years old.

SSIC 3230

FLEET CRYPTOLOGIC SUPPORT

1. LESSONS LEARNED reports maintained by
Naval Security Group Command Headquarters
Include final exercise reports.

~~Apply SSIC 3200.~~ PERMANENT
transfer to NARA in accordance
with SSIC 3200.1

2. Reports of training visits, Technical assistance,
and similar Supporting operations.

SSIC 3231

Destroy when 2 years
old.

SURFACE DIRECT SUPPORT OPERATIONS

Records relating to ~~SIGINT mission~~ ship deployments, ~~including~~ cryptologic ~~LOI's and~~ ~~exercises.~~ Instruction (LOI's), other tasking instructions, and special annexes to operations orders.

Apply ~~SSIC 3200.~~ PERMANENT transfer to NARA in accordance with SSIC 3200.1

SSIC 3232

SURFACE SYSTEMS

Records relating to surface specific cryptologic equipment/system information. Includes carry-on equipment. Exclude record copies of software, operating instructions, and configuration drawings maintained by NSA

Apply ~~SSIC 3200.~~ Destroy when equipment is removed from surface vessel.

SSIC 3233

SURFACE CARRY-ON SYSTEMS

Delete. File under 3232.

Apply ~~SSIC 3200.~~

SSIC 3234

SUBMARINE SUPPORT OPERATIONS

Records relating to submarine cryptologic deployments, tasking, operations, ~~exercises, etc.~~ Include cryptologic LOI's. and post deployment reports.

Apply ~~SSIC 3200.~~ PERMANENT. Transfer to NARA in accordance with SSIC 3200.1

SSIC 3235

SUBMARINE SYSTEMS

Records relating to submarine specific cryptologic equipment/system information. Includes Carry-On equipment. Exclude record copies of software, operating instructions and configuration drawings maintained by NSA.

Apply ~~SSIC 3200.~~ Destroy when system/equipment is removed from ship.

SSIC 3236

AIRBORNE DIRECT SUPPORT OPERATIONS

Records relating to VQ-1/2, VPU and all other Navy Airborne Cryptologic Operations. *Include cryptologic LOI's and other Tasking instructions*

~~Apply SSIC 3200~~. *PERMANENT Transfer to NARA, in accordance with SSIC 3200.1.*

SSIC 3237

AIR SYSTEMS

Records relating to air specific cryptologic equipment/ system information. *Exclude record copies of software, operating instructions, and configuration drawings maintained by NSA!*

~~Apply SSIC 3200~~. *Destroy when equipment is removed from Aircraft.*

SSIC 3238

CRYPTOLOGIC SHORE SUPPORT ACTIVITIES

Records relating to operational information relating to *(CSSA's)* ~~worldwide.~~
1. COMMANDER Naval Security Group Liaison to CSS files. Primary program records relating to NSG as Naval element commander. Includes Navy Comments on directives, policy matters, operations, and Technical support.
2. Policy directives, procedural instructions, and Technical support directives.

CENTRAL SECURITY SERVICE ACTIVITIES
~~Apply SSIC 3200~~.

PERMANENT, Transfer to NARA in accordance with SSIC 3200.

Destroy when cancelled or superceded.

SSIC 3239

SHORE SYSTEMS

Records relating to ~~Navy~~ cryptologic shore-based systems. *Exclude record copies of software, operating instructions, and configuration drawings maintained by CSS/NSA*

~~Apply SSIC 3200~~. *Destroy when no longer required.*

SSIC 3240

ELECTRONIC WARFARE SUPPORT

1. Conceptual and Policy Records maintained by commander Naval Security Group Command and Commander Space and Naval Warfare Systems Command (SPAWARS)
2. Implementing directives and instructions issued or maintained by subordinate commands.

~~Apply SSIC 3200~~

PERMANENT. Transfer to NARA in accordance with SSIC 3200.1

Destroy when cancelled or superceded.

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SSIC 3241

TECHNICAL GUIDANCE UNIT OPERATIONS (AND EQUIPMENT)

Records relating to all TGU operations and equipment ~~worldwide.~~ include operating, maintenance, and installation instructions relating to Beaconry, specific frequencies ~~SSIC 3242~~ used and other active EW devices.

Apply ~~SSIC 3200.~~ Destroy when cancelled or superceded or when 2 years old whichever is later.

SIGNAL CHARACTERISTICS IDENTIFICATION SYSTEMS

~~Delete. File under 3241.~~ Publications/instructions listing the signal characteristics of friendly and hostile radars and other electronic/electromagnetic equipment

Apply ~~SSIC 3200.~~ Destroy when cancelled or Superceded.

SSIC 3250

Electronic Intelligence (ELINT)
~~ELINT~~ OPERATIONS

1. Conceptual and Policy papers relating to Navy and Marine ~~Records relating to all Elint Collection, P&R, Data Base and systems related information.~~ Corps ELINT OPERATIONS maintained by Commander Naval Security Group Command and Commander SPAWARS.

2. ELINT operating Instruction and procedures provided to operating Force Units.

PERMANENT. Transfer to NARA Apply ~~SSIC 3200.~~ in accordance with SSIC 3200.1

SSIC 3251

ELINT COLLECTIOØN SYSTEMS

Operating and maintenance instructions for ELINT ~~Delete. File under 3250.~~ related hardware items.

Destroy when cancelled and Superceded.

Destroy when cancelled or Superceded.
Apply ~~SSIC 3200.~~

SSIC 3252

ELINT SYSTEMS PROCESSING AND REPORTING

Records relating ~~to~~ ELINT Processing, reporting, ~~Delete. File under 3250.~~ dissemination, and evaluation. Include parametric data.

Destroy when 2 years old.
Apply ~~SSIC 3200.~~

ELINT SYSTEMS DATA BASE

Navy input to, and extracts from the DATA Base. ~~Delete. File under 3250~~ *Data Base is maintained by NSA.*

Destroy when no longer ~~Apply SSIC 3200.~~ *required.*

SSIC 3254

ELINT TECHNICAL SUPPORT

Records relating to repair services and specialized ~~Delete. File under 3250.~~ *Training provided to Fleet units with ELINT mission capabilities.*

Destroy when 3 years old. ~~Apply SSIC 3200.~~

SSIC 3260

SIGNALS SECURITY (SIGSEC) - GENERAL
Policy, procedural, and conceptual Records maintained by Commander Naval Security Group Command that relate to Navy Department Policy SSIC 3261 *for Security of Electronic commissions.*

~~Apply SSIC 3200.~~
PERMANENT. Transfer to NAR. IN accordance with SSIC 3200.1

SIGSEC AFLOAT OPERATIONS

Records relating to SIGSEC Operations Afloat. *Included are operating Instructions, routine Inspections records, and specific and general Tactical application program Guidance.*

Destroy when 3 years old. ~~Apply SSIC 3200.~~

SSIC 3262

SIGSEC LAND BASED SYSTEMS

Records relating to SIGSEC Operations at Field Sites.

Destroy when 3 years old. ~~Apply SSIC 3200.~~

SSIC 3263

SIGSEC TACTICAL APPLICATION PROGRAMS

Delete. File under 3261.

~~Apply SSIC 3200.~~

SSIC 3264

COMSEC TELEPHONE MONITORING (TELMON) PROGRAM

~~Records relating to the TELMON Program.~~ Logs, reports and other related records that document monitoring of telephone lines to determine vulnerabilities in ComSEC Systems and procedures.

Destroy when 3 years old. ~~Apply SSIC 3200.~~

SSIC 3266

COMSEC TRAINING PROGRAMS

Records relating to COMSEC Training.

Retire records under appropriate ~~Apply SSIC 3200.~~ Subsection of SSIC 1500 of this instruction

SSIC 3267

COMSEC ADVICE AND ASSISTANCE PROGRAM

~~Delete. File under 3266.~~ Reports of Technical Assistance visits conducted by Naval Security Group Command.

Destroy upon completion of ~~Apply SSIC 3200.~~ next visit or when 3 years old whichever is sooner.

SSIC 3268

COMSEC BRIEFING AND FILMS

1. ~~Delete. File under 3266.~~ Films produced by Naval Security Group Command and Briefings conducted by commander Naval Security Group Command that relate to Navy's ComSEC Program.

PERMANENT. Transfer to NARA ~~Apply SSIC 3200.~~ in accordance with SSIC 3200.1.

2. Briefings conducted by subordinate operational Commanders.

Destroy when no longer required.

SSIC 3270

HIGH FREQUENCY DIRECTION FINDING (HFDF) OPERATIONS

1. ~~Records relating to HFDF NB and WB Operations at field sites worldwide.~~ Conceptual, Planning and Policy records concerning Navy HFDF operations issued by commander Naval Security Group Command.

PERMANENT. Transfer to NARA ~~Apply SSIC 3200.~~ in accordance with SSIC 3200.1.

2. Procedures and operating instructions for Narrow Band (NB) and Wide Band (WB) HFDF operations conducted at field sites.

Destroy when cancelled or superceded.

3. Log sheets, frequency assignments; tracking/plot sheets and similar records maintained at field sites.

Destroy when 2 years old.

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SSIC 3271

NB HFDF OPERATIONS

~~Records relating to NB Operations.~~ *Delete file under SSIC 3270* ~~Apply SSIC 3200~~

SSIC 3272

WB ACQ/HFDF OPERATIONS

~~Records relating to WB Operations.~~   ~~Apply SSIC 3200.~~
Delete file under SSIC 3270

— *ADD Ⓐ from page III-3-67a* ⟶   ~~SSIC 3280~~

~~ADVANCED CRYPTOLOGIC SYSTEMS DEVELOPMENT (R&D)~~

~~Records relating to Cryptologic R&D efforts.~~   ~~Apply SSIC 3200.~~

SSIC 3300-3499

WARFARE PROCEDURES RECORDS

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SSIC 3280

ADVANCED CRYPTOLOGIC SYSTEMS DEVELOPMENT (R&D)

RDT&E RECORDS FOR CRYPTOLOGIC SYSTEMS ARE HIGHLY
CLASSIFIED AND REQUIRE SPECIALIZED HANDLING PROCEDURES
AND STORAGE CONDITIONS. CRYPTOLOGIC SYSTEMS RDT&E
RECORDS SHOULD NOT BE RETIRED UNDER SSIC 3900 AUTHORITIES.

1. PROJECT CASE FILES. As defined under SSIC 3900.5 of this instruction.	PERMANENT. Transfer to NARA in accordance with SSIC 3200.1.
2. PROGRAM MANAGERS CASE FILES. As defined under SSIC 3900.6 of this instruction.	Retire to Naval Security Group Central Depository Crane, IN when system becomes operational or when project is terminated. Destroy when 10 years old.
3. TECHNICAL LABORATORY WORKING PAPERS. As defined under SSIC 3900.11 of this instruction.	Retire to Naval Security Group Central Depository Crane, IN upon termination of the project. Destroy when 5 years old.
4. OPERATIONAL TEST AND EVALUATION PROJECT CASE FILE. File maintained by OPTEVFOR as defined under SSIC 3980.2.	PERMANENT. Transfer to NARA in accordance with SSIC 3200.1.
5. TEST DATA. Interim and final reports, working papers, and testing data developed during developmental testing and production acceptance test and evaluation. Include unevaluated data collected during Operational testing and evaluation.	Retire to Naval Security Group Central Depository Crane, In upon completion of testing. Destroy when 5 years old.

GENERAL WARFARE PROCEDURES RECORDS

1. PRIMARY PROGRAM NAVAL WARFARE RECORDS. Files concern centralized coordination of planning and requirements for fleet readiness, modernization, and force levels associated with the conduct of tactical warfare by general purpose naval forces; responsibilities for assessment, integration, and and coordination of tactical warfare programs at the battle and and amphibious force level; for general tactical development and training; and for special management of selected programs. Records are maintained by Deputy Chief of Naval Operations (Resources, Warfare Requirements & Assessments) (N8).

PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

2. GENERAL CORRESPONDENCE FILES. Routine internal correspondence, background papers, working papers, and reference material.

Destroy when 3 years old.

SSIC 3301

EMERGENCY ACTION RECORDS

1.PRIMARY PROGRAM FILES. Policies and procedures used for initiatiating emergency action for shipping control and instructions for neutral vessels entering US waters.

PPERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

SSIC 3302

NAVAL SPECIAL WARFARE OPERATIONS RECORDS

1. PRIMARY PROGRAM FILES. Files documenting the development and direction of special warfare related programs as coordinated by the Deputy Chief of Naval Operations (N8); Director Expeditionary Warfare Division (N85); and systems commands mananging programs.

PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

2. GENERAL FILES. Routine internal memorandums and correspondence, working papers, and background material.

Destroy when 4 years old.

SSIC 3305

EVASION AND ESCAPE RECORDS

1. PRIMARY PROGRAM RECORDS. Correspondence, staff papers, reports, and similar documents relating to departmental policy and specific techniques for evading capture by hostile forces and, if confined, techniques and procedures for escape. Include documentation concerning the training of operating force personnel. Records are maintained by SECNAV, CNO, and CMC.

PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.

2. GENERAL FILES. Routine internal correspondence and memorandums.

Destroy when 4 years old.

SSIC 3310

AERIAL RECORDS

RECORDS CREATED AND MAINTAINED UNDER SSIC 3311 (TACTICAL AIR RECORDS), SSIC 3312 (ANTISUBMARINE RECORDS), SSIC 3213 (PATROL RECORDS), SSIC 3314 (HELICOPTER RECORDS), SSIC 3315 (RECONNAISSANCE RECORDS), AND SSIC 3116 (AIRBORNE ELECTRONIC COUNTERMEASURES RECORDS)SHOULD BE RETIRED TO WNRC UNDER SSIC 3310.

1. PRIMARY PROGRAM RECORDS. Files pertaining to the preparation of plans, tactical doctrine, and the defination of the requirenments to provide for naval aviation forces (including the Naval Air Reserve) and their logistic support. They include files on the preparation of budgets and their sponsorship and coordination with pertinent offices to provide for integration into the overall Navy Program Planning System. Records are maintained by the DCNO (Resources, Warfare Requirements, and Assessments) (N8).

PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

2. R&D CASE FILES FOR AVIATION RELATED EQUIPMENT MAINTAINED BY PROGRAM MANAGERS.

Retire records under SSIC 3900.6 of this instruction.

3. GENERAL CORRESPONDENCE. Internal correspondence, working papers, informal staff studies, and reference files.

Destroy when 3 years old.

SSIC 3320

AIR DEFENSE RECORDS

1. PRIMARY PROGRAM RECORDS. Files related to the determining of requirements, assessing the readiness and training, and planning for the defense of us forces against hostile air attack. Records are maintained by the DCNO (N8).

PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 25 years old.

2. GENERAL CORRESPONDENCE FILES. Internal correspondence, working papers, informal staff studies, and reference files.

Destroy when 3 years old.

SSIC 3330

SURFACE RECORDS

1. PRIMARY PROGRAM RECORDS. Files that concern planning, and requirements for fleet readiness, moderization, and force levels asssociated with the conduct of tactical warfare by surface force units. Records are maintained by the DCNO (N8).

PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

2. PROGRAM MANAGERS R&D CASE FILES FOR SHIP EQUIPMENT AND SHIPMOUNTED ORDNANCE EQUIPMENT.

Retire records under SSIC 3900.6 of this instruction.

3. GENERAL CORRESPONDENCE FILES. Routine internal correspondence, working papers, informal staff studies, and reference files.

Destroy when 3 years old.

AMPHIBIOUS RECORDS

1. AMPHIBIOUS BASES RECORDS

    a. <u>General Correspondence Files of the Commanding Officer and of the Liaison and Logistic Office</u>. Files related to the overall function and execution of the mission and program.

Retire records under SSIC
~~Transfer to WNRC when 4 years old. Offer to NARA when 15 years old.~~ *3000·5a*

    b. <u>General Correspondence Files of Departments, Division,s and Offices of Amphibious Bases</u>. Files related to their office or division functions and essentially duplicated in the commanding officer's file covered in SSIC 3340, par. 1a. Files include reports made to higher authority and not specifically authorized elsewhere in this paragraph for other disposal.

Destroy when 2 years old.

    c. <u>Engineering and Repair Officer's Records</u>. Files related to maintenance and repair work on vessels and crafts.

Destroy when 4 years old.

    d. <u>Logs of Incoming and Outgoing Craft</u>

Destroy when 1 year old.
~~Apply SSIC 3123.~~

    e. <u>Tug Files of the Operations Department</u>. Files comprise repair and other data relating to district tug craft assigned to the base.

Return to tug when the tug leaves base cognizance.

    f. <u>Boat Assignment Records</u>. Files show issuance of boats to major craft for shipboard operation use.

Destroy 6 months after boat is returned.

    g. <u>Authorization for Release of Boats from the Amphibious Base</u>

Destroy when 1 year old.

    h. <u>Status Cards</u>. Cards or other similar records showing status of boats under the cognizance of the amphibious base.

Destroy when disposal action on craft is completed or craft leaves the amphibious base, whichever is earlier.

    i. <u>Boat Engineering and Repair Survey Reports</u>

Destroy when 1 year old.

j. Work and Job Order Files

k. Availability Lists. Files show overhual schedules for craft and daily shop work records.

Destroy when 1 year old.

l. Shop Files. Files related to jobs assigned and completed and to the administration of the shop including job jackets.

Destroy when 2 years old.

SSIC 3350-3359

SUBMARINE MISSIONS RECORDS

THE RECORDS IN THIS (3350-3359) SERIES RELATE TO SUBMARINE MISSIONS RECORDS AND INCLUDE APPROACH AND ATTACK PROCEDURES, TACTICAL WEAPONS EMPLOYMENT, SEARCH PROCEDURES, TRACKING PROCEDURES, TACTICAL SECURITY, ACOUSTIC SENSOR EMPLOYMENT, ELECTRONICS/OPTIC SENSOR, COORDINATION, AND SPECIAL OPERATIONS RECORDS.

SSIC 3350

SUBMARINE MISSIONS RECORDS

2. SUBMARINE PATROL REPORTS FORWARDED VIA THE CHAIN OF COMMAND TO THE OFFICE OF THE CNO.

Permanent. Retire Transfer to WNRC when no longer needed. Offer Trans/ to NARA when 20 years old.

3. GENERAL CORRESPONDENCE FILES. Files pertain to submarine missions and include copies of submarine patrols not covered in SSIC 3350, par. 1.

Destroy when 2 years old.

1. Primary Program Records. Files relating to requirements and readiness assessment for submarine missions including approach and attack procedures, Tactical Weapons employment, Search procedures, tracking, Acoustic Sensor employment, and special operations.

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

ANTISUBMARINE RECORDS

THE RECORDS IN THIS (3360-3369) SERIES RELATE TO ANTISUBMARINE
RECORDS AND INCLUDE SURFACE ASW, AIR ASW, SUBSURFACE ASW, AND
NON-ACOUSTIC RECORDS.

SSIC 3360

ANTISUBMARINE RECORDS

1. PRIMARY PROGRAM FILES. Files document plans, policy and
programs.

PERMANENT. Retire to WNRC Apply SSIC 3300. when 4 years old Transfer to NARA when 25 years old.

2. GENERAL CORRESPONDENCE AND RECORDS AND REPORTS. (Exclude
records covered in SSIC 3360, par. 1.)

Destroy when 2 years old.

SSIC 3361

SURFACE ANTISUBMARINE WARFARE (ASW)

1. SURFACE ASW RECORDS AND FILES. Records and files
documenting the development and direction of specific Surface
ASW related programs as coordinated by Deputy Chief of Naval
Operations (Naval Warfare) (specifically the Director, ASW (N8)
Division), platform sponsors and by cognizant Systems Commands.

   a. Primary Program Records

Permanent. Retire to WNRC when Apply SSIC 3300. 4 years old. Transf to NARA when 25 years old.

   b. General Correspondence Records

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

SSIC 3362

AIR ANTISUBMARINE WARFARE (ASW)

1. AIR ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Air ASW related programs as coordinated by Deputy Chief of Naval Operations (Naval Warfare) (~~specifically the Director, ASW Division~~) (N8) platform sponsors and by cognizant Systems Commands.

    a. Primary Program Records

Permanent. Retire to WNRC when 4 years old. transfer to ~~Apply SSIC 3300.~~ *NARA when 25 years old*

    b. General Correspondence Records

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

SSIC 3363

SUBSURFACE ANTISUBMARINE WARFARE (ASW)

1. SUBSURFACE ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Subsurface ASW related programs as coordinated by Deputy Chief of Naval Operations (Naval Warfare) (~~specifically the Director, ASW Division~~) (N8), platform sponsors and by cognizant Systems Commands.

    a. Primary Program Records

Permanent Retire to WNRC when 4 years old Transfer to NARA when 25 ~~Apply SSIC 3300.~~ *years old*

    b. General Correspondence Records

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

SSIC 3364

NON-ACOUSTIC ANTISUBMARINE WARFARE (ASW)

1. NON-ACOUSTIC ASW RECORDS AND FILES. Records and files
documenting the development and direction of specific Non-
acoustic ASW related programs as coordinated by Deputy Chief of
Naval Operations (Naval Warfare) (~~specifically the Director,~~ (N 86)
~~ASW Division)~~ platform sponsors and by cognizant Systems
Commands.

Permanent Retire to WNRC when 4 years old. Transfer to ~~Apply SSIC 3300.~~ NARA when 15 years old.

    a. Primary Program Records

    b. General Correspondence Records

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

SSIC 3370

MINE (SEA AND LAND) RECORDS

2. MINING OPERATIONS REPORTS COPIES. Files accumulated by the
operating forces or other actions relating to actual mining
operations or to potential implementation of a mining
operation. (Exclude fleet command and Navy Department copies
covered in SSIC 3100.)

1. Primary Program Records & Files relating to requirements, and assessment of Readiness of Tactical mine warfare

Destroy when 2 years old or
after reports are duplicated in
files of higher authorities,
whichever is later.

Permanent - Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.

SSIC 3380

HARBOR DEFENSE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files consist of external
communications related to warfare techniques.

Destroy when 5 years old.

2. INTERNAL CORRESPONDENCE FILES. Files related to routine
unit administration and general files.

Destroy when 2 years old.

SSIC 3390

GUIDED MISSILE INSTALLATION DEFENSE RECORDS

1. ACTIVITIES COPIES OF GUIDED MISSILE REPORTS SUBMITTED TO CNO IN ACCORDANCE WITH OPNAV INSTRUCTION 3390.6A.

Destroy when 1 year old.

2. RECORDS, DRAWINGS, PLANS, TECHNICAL MANUALS, ORDNANCE ALTERATIONS, FIELD CHANGES, MAINTENANCE RECORDS, ETC. Files related to individual ship modifications, and improvements.

    a. System Peculiar Records such as Field Change/ORDALT, etc.

Transfer with deinstalled equipments.

    b. All Other Records

Destroy when superseded, transferred to other control, or equipment disposal/scrapping is carried out.

SSIC 3400-3403

GENERAL NUCLEAR, BIOLOGICAL, AND CHEMICAL WARFARE RECORDS

SSIC 3401

NUCLEAR RECORDS

TRAnSfer

1. PRIMARY PROGRAM RECORDS. Records implement the responsibilities of the Deputy CNO (DCNO) (Plans, Policy, and *N3/N5* Operations), with regard to strategic and theater nuclear warfare; planning and policy functions for SECNAV and CNO in matters relating to strategic and theater nuclear warfare, including nuclear-capable forces; development of concepts, requirements, objectives and doctrines for nuclear weapons systems and authoritative planning guidance on such matters; coordination of the development of planning within the strategic and theater nuclear warfare task areas and warfare task sponsors for strategic nuclear forces; development of Navy positions on all matters concerning strategic arms limitations and other nuclear warfare related negotiations, including strategic ASW; provisions for the analytic basis for the appraisal of existing, programmed, and potential nuclear weapons systems as to their effectiveness, capabilities, employment, and application; and assessment, in cooperation with other warfare and program sponsors, of the ability of naval forces to fulfill missions in a nuclear war.

Permanent. Offer to NARA when 20 years old.

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE

Destroy when no longer needed.

SSIC 3402

BIOLOGICAL RECORDS

1. RECORDS ADDRESS ADEQUACY OF ASSIGNED WARFARE PROGRAMS WITH REGARD TO ASSOCIATED BIOLOGICAL WARFARE REQUIREMENTS (CREATED AT HEADQUARTERS LEVEL)

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

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE

Destroy when 3 years old.

CHEMICAL RECORDS

1. RECORDS ADDRESSING THE ADEQUACY OF ASSIGNED WARFARE
PROGRAMS WITH REGARD TO ASSOCIATED CHEMICAL WARFARE
REQUIREMENTS (CREATED AT HEADQUARTERS LEVELS)

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

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE

Destroy when 3 years old.

SSIC 3410

PSYCHOLOGICAL RECORDS

1. PSYCHOLOGICAL OPERATIONS (PSYOP) SYSTEMS ACQUISITION
~~PRIMARY PROGRAM~~ RECORDS. Files document ~~plans, policy, and~~
operations originated by CNO, fleet commanders in chief, and a
commander of a systems command.

    a. Originals

~~Permanent.~~ *Retire* ~~Forward~~ to WNRC 3
years after the initial
operational concept (IOC). *Destroy*
~~Offer to NARA~~ when ~~20~~ *10* years
old.

    b. Other copies

Destroy when no longer needed.

2. PSYOP POLICY CORRESPONDENCE PRIMARY PROGRAM RECORDS. Files
document plans, policies, and operations originated by CNO,
fleet commanders in chief, and a commander of a systems
command.

    a. Originals

Permanent. Forward to WNRC 1
year after policy is
superseded. Offer to NARA when
20 years old.

b. Other copies   Destroy when no longer needed.

3. GENERAL CORRESPONDENCE FILES. Files related to the routine   Destroy when 1 year old.
administration of PSYOP matters.

SSIC 3420

CAMOUFLAGE RECORDS   Apply SSICs ~~3~~ 3490.

●

SSIC 3421

DIMOUT AND BLACKOUT RECORDS   Apply SSICs ~~3490~~ 3490.

SSIC 3430

ELECTRONIC WARFARE RECORDS

1. ELECTRONIC WARFARE RECORDS. Files document all matters
pertaining to plans, policies, programs, and training in the
area of electronic warfare originated by CNO.

    a. Primary Program Records   Permanent. ~~Transfer~~ *Retire* to WNRC
●   when 5 years old or files
                                                      become inactive, whichever is
                                                      earlier. ~~Offer~~ to NARA when 25
                                                      years old. *Transfer*

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

DISASTER CONTROL RECORDS

THE RECORDS IN THIS (3440-3449) SERIES RELATE TO NAVY DISASTER
CONTROL MATTERS. SPECIFICALLY, THEY ADDRESS NUCLEAR,
BIOLOGICAL, AND CHEMICAL DISASTER PREPARDNESS PLANNING AND
PROCEDURES AS THEY PERTAIN TO BOTH THE CIVIL AND MILITARY
COMMUNITIES IN PEACETIME OR WARFARE ENVIRONMENTS. IN ADDITION,
THE RECORDS CONTAIN INFORMATION REGARDING PLANNING AND
PROCEDURAL FUNCTIONS AND INTERFACE WITH OTHER SERVICES AND
ENCIES OF THE FEDERAL GOVERNMENT THAT ARE ESSENTIAL IN
PROVIDING MILITARY ASSISTANCE TO LOCAL OR STATE GOVERNMENTS IN
THEIR RESPONSE TO A NATURAL DISASTER CAUSED BY AN ACT OF GOD
(I.E., EARTHQUAKE, FLOOD, ETC.)

SSIC 3440

DISASTER CONTROL RECORDS

1. PRIMARY PROGRAM RECORDS

    a. CNO Files. Files document the establishment,
development, and implementation of policies, plans, and
programs for Navy disaster prepardness. Exclude Emergency
Planning records retired Unded SSIC 3005.1.

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

    b. Disaster Preparedness Organization and Activity Files.
les document the origanizational establishment, history and
e development of plans, special programs, studies, or
projects that deal with disaster preparedeness.

~~Permanent.~~ Retire ~~Transfer~~ to FRC
when 4 years old. ~~Offer to~~ Destroy
~~NARA~~ when ~~20~~ 10 years old.

2. GENERAL CORRESPONDENCE FILES. Files of disaster prepared-
ness functions involving nuclear materials or biological or
chemical substances and natural disasters. (Exclude records
covered in SSIC 3440, par. 1.)

Destroy when 2 years old.

3. DISASTER PREPAREDNESS (NUCLEAR, BIOLOGICAL, CHEMICAL, AND
ACT OF GOD) INSTRUCTIONS

Destroy when cancelled or
superseded

a. ~~Master Copy~~

b. ~~All Other Copies~~

~~Permanent. Offer to NARA when 20 years old.~~

~~Destroy when cancelled, superseded, or no longer needed for reference.~~

4. DISASTER PREPAREDNESS ASSISTANCE REPORTS, CLAIMS AND EXPENDITURE REPORTS. Copies of reports forwarded to CNO and not covered elsewhere in this chapter.

~~Permanent.~~ ~~Transfer to FRC~~ *Destroy when 5* ~~when 4~~ years old. ~~Offer to NARA when 20 years old.~~

SSIC 3450

SHIPPING CONTROL RECORDS

1. POLICY FILES. Files designed to discharge planning and coordinating responsibilities for the control of merchant shipping, including the review of plans for the U.S. Naval Control of Shipping Organization and the maintenance of publications pertaining to naval control of shipping. (See also SSIC 3170.)

Retire
Permanent. ~~Transfer~~ to FRC when 4 years old. ~~Offer~~ to NARA when 25 years old. *transfer*

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE

Destroy when 2 years old.

SSIC 3460-3469

CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS

THE RECORDS IN THIS (3460-3469) SERIES RELATE TO CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS AND INCLUDES PRISONERS OF WAR AND DEFECTORS RECORDS.

CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS

1. CAPTURED DOCUMENTS. Documents captured or confiscated during periods of armed conflict. Included are records of foreign governments, military, or private institutions.

PERMANENT. Transfer to NARA after intelligence evaluation or 25 years after cessation of hostilities, whichever is ~~sooner~~. *LATER. Exclude materials returned to originator by Competent authority.*

2. RECORDS OF CAPTURED MATERIAL. Case files relating to military weapons, strategic supplies, or any other items of value captured from the enemy during periods of armed conflict. Files contain a complete description of the property seized or captured, reports of operations or engagements attendant to the capture, photographs of the captured property, reports of technical analysis and/or intelligence exploitation of the material, and documentation of the ultimate disposition of the captured material.

PERMANENT. Transfer to NARA 5 years after final disposition of property or when 20 years old, whichever is ~~sooner~~. *LATER*

3. PRISONER OF WAR (PW) AND CIVILIAN INTERNEE (CI)/DETAINEE RECORDS. Includes records relating to enemy military personnel and civilians captured or interned by, or in the custody of US Forces.

   a. Administration of Navy and Marine Corps Detention Facilities Files. Records include Departmental policy directives, command implementing instructions, facility routine, rules of conduct for detainees, and similar records.

Retire to nearest FRC when facility disestablished. Destroy when 30 years old.

   b. PW/CI Roster Lists and Strength Records. Roster lists identifying PW's and CI's assigned and attached to Navy or Marine Corps detention facilities and documentation concerning personnel gains or losses to population.

PERMANENT. Retire to WNRC when facility is disestablished. Transfer to NARA when 20 years old.

   c. PW/CI Detention Facility Logs. A watch to watch chronological account of significant events of the facility. Included are PW/CI complaints, incidents, deaths, injuries, investigations and final action taken on PW/CI complaints,

PERMANENT. Retire to WNRC when facility is disestablished. Transfer to NARA when 20 years old.

inspection visits, escapes, and attempted escapes.

d. <u>Individual PW/CI Jackets.</u> Individual personnel jackets maintained by detaining authority on enemy PW's and CI's. Record includes questionnaires, correspondence, clinical records, records of impounded personal effects and currency, and reports of injury, escape, apprehension, death, and punishments.

Retire to WNRC when detention facility is disestablished. Destroy when 50 years old.

<u>SSIC 3461</u>

PRISONERS OF WAR (POW) RECORDS

1. INDIVIDUAL U.S. PRISONER OF WAR JACKETS. File includes reports of capture and interment received from foreign power; reports of injury, death, escape, apprehension, and location; official change of status reports, e.g. from MIA to POW; intelligence reports; and inspection reports received from the International Committee of the Red Cross or other neutral agency.

PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

2. STATUS INQUIRY FILES. Letters and other forms of communications requesting information on the status of U.S. POW's and MIA's received from next of kin, Government agencies, Protecting Powers, and the International Committee of the Red Cross.

PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

3. POW/MIA INTELLIGENCE FILES. Reports and other documents relating to or containing information about personnel designated as Missing In Action or recovered from hostile control. Included are intelligence and counterintelligence debriefings.

PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

<u>SSIC 3470</u>

COLD WEATHER RECORDS

1. SPECIAL EQUIPMENT OPERATING PROCEDURES FOR USE IN ARCTIC/COLD WEATHER OPERATING AREAS. Records consist of Navy and Manufacturers manuals, field change kits, bulletins, cold weather alert notices, and similar material.

Destroy when cancelled or superseded.

2. PROTECTIVE CLOTHING RECORDS. Logs, ledgers, receipts, and
similar records relating to the issue of foul weather or wet
weather protective clothing to shipboard personnel.

Destroy when 1 year old.

COMBAT AND ACTION REPORTS RECORDS

1. NAVY UNITS COMBAT AND ACTION REPORTS. Narrative accounts and other files accumulated by operating forces or other activities relating to actual combat or alerts or to potential combat-type situations.

 a. <u>Original Combat and Action Reports and supporting documentation.</u>

Transfer to the Director of Naval History (OP-09BH) upon completion of all required operational reports.

 b. <u>original Combat and Action Reports and supporting documentation maintained by the Director of Naval History.</u>

PERMANENT. NHC transfer to NARA when 50 years old.

 c. <u>Final Combat and Action Report maintained by Fleet commanders.</u>

Incorporate into Flag Files and retire as a Permanent record under SSIC 3100.1 of this instruction.

2. MARINE CORPS ACTION/AFTER ACTION/COMBAT AFTER ACTION REPORTS. Reports prepared by Marine Corps organizations and others at the direction of higher authority and which enumerate events, participants, casualties, and other specified data concerning a particular combat operation.

PERMANENT. Transfer to CMC (HD) when 1 year old. CMC (HD) transfer to NARA when 30 years old.

3. MARINE CORPS UNITS COMMAND CHRONOLOGIES. Activity reports submitted by regular and reserve units that document the administrative and operational experiences of the activity on a continuing basis. Included are missions and tasks assigned, status of readiness of the command, its goals, accomplishments, significant programs, and similar records.

a. Originating Unit.

Forward to the Director of Marine Corps History and Museums - CMC (HD) in accordance with the current edition of MCO P5750.1.

b. Command Chronologies in the custody of the Director of Marine Corps Histories and Museums.

PERMANENT. CMC (HD) transfer to NARA when 20 years old. Significant entries may be copied for inclusion in the Marine Corps Command Historical Summary File (SSIC 5757.2 of this instruction).

4. MARINE CORPS SPECIAL REPORTS. Reports documenting missions of mercy, Marine Corps participation in state ceremonies, unusual employment of Marines, and unusual incidents during major operations.

PERMANENT. Forward to the Director of Marine Corps History and Museums CMC (HD) when 1 year old. CMC (HD) transfer to NARA when 30 years old.

5. WAR DIARIES. Special narrative accounts prepared at the direction of Fleet Commanders by Navy afloat units engaged in prolonged periods of combat operations. War Diaries are narrative accounts in chronological order of the unit's day to day operations including major changes in disposition of the unit and important changes in formation and composition of the unit and the purpose of these changes together with enemy contacts and brief mention of operations of other units as they contribute to a clear account of those of the reporting unit. Information contained in Combat and Action Reports should be incorporated by reference. Include summary of significant command changes and administrative developments as well as reporting ordnance expended in action, in training, or by destruction.

PERMANENT. Forward via Fleet Commander to Director of Naval History (OP 09BH). N09BH transfer to NARA when 50 years old.

6. ORIGINATOR AND INFORMATION COPIES OF WARFARE REPORTS. Reports submitted to higher authority as prescribed in Chapter 1 of NWIP 10-1.

Destroy when 2 years old.

7. MARINE CORPS PEACETIME EXERCISE REPORTS. Records consists of final reports, and documents used in planning, conducting, and evaluating major Marine Corps peacetime exercises.

Forward to Director of Marine Corps History and Museums. CMC (HD) destroy when no longer required.

COVER AND DECEPTION RECORDS

1. DECEPTION POLICY AND OPERATIONS DIRECTIVES AND PLANS

    a. <u>Directives and Plans issued by Third Echelon and above Operating Force Commands.</u>

PERMANENT. Originator forward one copy to CNO (OP N6) ~~094~~) under tight control (TICON) procedures when superseded, cancelled, or no longer required. ~~OP 094~~ N6 will retain on board and transfer to NARA when 50 years old.

    b. <u>Directives and Plans issued by Fourth Echelon and subordinate Commands.</u>

Retain on Board, destroy when cancelled, superseded or no longer required.

2. DECEPTION TACTICAL DEVELOPMENT AND EVALUATION. Records consist of studies, reports, risk and threat analysis documents, and pilot project evaluations.

Retire to WNRC 2 years after tactics and techniques are incorporated into Naval Warfare Publications. Destroy when 10 years old.

3. UNIT AND PERSONNEL TRAINING FOR TACTICAL DECEPTION. Records consist of training curricula, texts, and lesson plans originated by CNO, Fleet Commanders, and CNET as well as individual training records for tactical deception techniques.

Destroy #3 years after training is completed.

4. GENERAL CORRESPONDENCE FILES. Files relating to the routine administration of deception matters.

Destroy when 2 years old.

TRAINING AND READINESS RECORDS

SSIC 3500

GENERAL TRAINING AND READINESS RECORDS

1. EXERCISE AND WAR GAMES REPORTS. Operations orders, Letters of instructions, post exercise analysis, interim and final reports.

a. Records of Fleet Level Exercises and War Games maintained by the Fleet Tactical Library (NAVTACSUPPACT)	Permanent. Retire to WNRC when 12 years old. Transfer to NARA when 20 years old.
b. Fleet Level exercise records maintained by all other activities.	Destroy when no longer required.
c. Records of exercises scheduled by commands subordinate to the Fleet Command level.	
(1) Records used in support of the Fleet Tactical Development and Evaluation (TAC D&E) Program	Destroy when approved doctrine publication is issued.
(2) All other copies of exercise records.	Destroy 1 year after completion of exercise.

2. AIR RESERVE READINESS REPORTS. Reports show units, state of readiness, personnel strength, qualifications, and aircraft data.

a. Summary Physical Readiness Reports. Summary Report prepared by the Commanding Officer Naval Air Reserve Force.	Permanent. Retire to FRC Fort Worth when 2 years old. Transfer to NARA when 20 years old.
b. Feeder reports from units and activity copies of reports.	Destroy when 1 year old.

SSIC 3501

OPERATIONAL READINESS AND CAPABILITIES RECORDS.

1. GENERAL CORRESPONDENCE FILES. Reports, correspondence, studies, and similar records concerning the operational readiness and capabilities of combat, combat support, and combat service support units of the Navy.

Destroy when 2 years old.

2. OPERATIONAL READINESS INSPECTIONS (ORI) RECORDS. Final Reports of Operational Readiness Inspections.

Destroy when 3 years old.

SSIC 3502

TRAINING PLANS AND REQUIREMENTS RECORDS

1. COMMAND TRAINING PLANS. Individual command's training records, include schedules, results of practice exercises, and reports identifying weaknesses.

Destroy when 2 years old.

SSIC 3503

NAVY STATUS OF FORCES/CONSOLIDATED HISTORY FILE System tracks the employment and movements of Naval Units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other Naval Units, Casualty Reports (CASREPS), essential data on port visits, and changes to the conditions of readiness under which the units operate. The system is maintained by the Navy Command Center (N311).

Permanent. Transfer annually to NARA when 5 years old.

2. Input data tapes and paper records.

Retain on board. Destroy when no longer required and after transactions have been recorded and verified on Consolidated History File.

3. On-line Master File.

Retain on board. Destroy after third systems back up.

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

Permanent. Transfer full documentation with first transfer of Consolidated History file to NARA. Transfer any updates to documentation with subsequent transfers of the Consolidated History File.

SSIC 3504

OPERATIONAL REPORTING RECORDS

1. UNIT COPIES OF OPERATIONAL REPORTS. Unit copies of OP-Reps and SITREPS.

Destroy when 6 months old.

SSIC 3505

SEAMANSHIP RECORDS

1. SEAMANSHIP QUALIFICATIONS RECORDS. Train syllabus, practical and written test, and similar training records for individual qualifications relating to seamanship. Qualifications may include coxswain, assault boat coxswain, deck watch standers, and similar. Exclude letters of qualification filed in individual's service record.

Destroy when 3 years old.

2. OFFICER OF THE DECK QUALIFICATIONS RECORDS. Training materials, written and practical examinations, evaluations of indoctrination watches, and similar records leading to qualification. Exclude letter of qualification as Officer of the Deck Underway filed in service record and Official Personnel File.

Destroy when 3 years old.

SSIC 3510

TACTICAL DOCTRINE RECORDS

1. NAVY LESSONS LEARNED. Fleet Tactical Development and Evaluation Program (TAC D&E) publications of lesson learned from exercises or actual combat and operating experiences.

    a. Copy maintained by the Fleet Tactical Library (NAVTACSUPACT)

Permanent. Retire to WNRC when 12 years old. Transfer to NARA when 20 years old.

b. Distributed copies of Navy Lessons Learned.

Destroy when cancelled, superseded, or when 10 years old. Whichever is sooner.

2. TACTICAL MEMORANDA (TACMEMOS) AND TACTICAL NOTICES (TACNOTES). Formal issuances of the Navy TAC D&E Program that relate to informal testing of tactics or minor variations in tactics not incorporated into an NWP.

a. Copy maintained by the Fleet Tactical Library.

Destroy when 12 years old.

b. Distributed copies.

Destroy when cancelled or superseded.

3. OPERATIONAL TACTICS GUIDES (OTGs). Tactical Doctrine developed by Commander Operational Test and Evaluation Force (COMOPTEVFOR) during operational testing.

a. Master copy maintained by COMOPTEVFOR

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

B. Copy maintained by Fleet Tactical Library

Destroy when 12 years old.

c. Distribution copies.

Destroy when cancelled, superseded, or no longer required.

SSIC 3511

NAVAL WARFARE PUBLICATIONS RECORDS

1. NAVAL WARFARE PUBLICATIONS (NWPs/NWIPs). Warfare publications containing ready reference to current tactics, doctrine, and procedures. Exclude NWP 55 series.

a. Source File copy. Master copy of NWP's except NWP 55 series

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

b. Copy maintained by the Direcor of Naval History on special distribution

Destroy when no longer required for historical program use.

c. Copy maintained in Fleet Tactical Library.

Destroy when 12 years old.

d. distribution copies.

Destroy when cancelled or superseded.

e. Reproducible copies. Original artwork, charts, graphics, negatives, and other printed material.

Destroy when publication has been superseded, declared obsolete, or when no longer needed for further reproduction, whichever is later.

2. BACKGROUND MATERIAL. Paper records used in the preparation, development, review, usage, and distribution of NWPs. Include copies of letters of promulgation, printing instructions, agenda correspondence, status reports, cost estimates, and similar records.

Destroy when publication has been printed and distributed.

SSIC 3512

ALLIED TACTICAL PUBLICATIONS RECORDS

1. ALLIED TACTICAL PUBLICATIONS (ATPs) Tactical doctrine publications containing procedures and/or experimental tactics used by NATO forces in joint maneuvers and operations. Publications consist of manuals, training and recognition material, instruction books, pamphlets, and technical manuals relating to NATO tactics.

a. Source File copy. Master copy of ATP's

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

b. Copy maintained by the Director of Naval History on special distribution

Destroy when no longer required for historical program use.

c. Copy maintained in Fleet Tactical Library.

Destroy when 12 years old.

d. distribution copies.

Destroy when cancelled or superseded.

e. Reproducible copies. Original artwork, charts, graphics, negatives, and other printed material.

Destroy when publication has been superseded, declared obsolete, or when no longer needed for further reproduction, whichever is later.

2. BACKGROUND MATERIAL. Paper records used in the preparation, development, review, usage, and distribution of ATPs. Include copies of letters of promulgation, printing instructions, agenda correspondence, status reports, cost estimates, and similar records.

Destroy when publication has been printed and distributed.

SSIC 3514

INTER TYPE TAC D&E RECORDS.

1. SOURCE MATERIAL. Reports, exercise evaluations and other records used in the development of Battle Group level tactics. Tactics deal with the employment of multiple ships of diverse types together with submarines, aircraft and other assets. Records are accumulated by Fleet Commanders in Chief.

Destroy when 2 years old.

SSIC 3515

SUBMARINE WARFARE TAC D&E RECORDS

1. SOURCE MATERIAL. Reports, tests and evaluations, and other records used in the development of individual submarines procedures for optimum employment of personnel, equipment, and systems to provide an effective fighting unit. Records are accumulated by COMOPTEVFOR, Naval Doctrine Command, and Fleet CINCS.

Destroy when 2 years old.

SSIC 3516

SURFACE WARFARE TAC D&E RECORDS

1. SOURCE MATERIAL. Reports, tests and evaluations, and other records used in the development of individual surface ship procedures for optimum employment of personnel, equipment, and systems to provide an effective fighting unit. Records are accumulated by COMOPTEVFOR, Naval Doctrine Command, and Fleet CINCS.

Destroy when 2 years old.

SSIC 3517

AIR WARFARE TAC D&E RECORDS.

1. SOURCE MATERIAL. Reports, tests and evaluations, and other records used in the development of individual aircraft procedures for optimum employment of personnel, equipment, and systems to provide an effective fighting unit. Records are accumulated by COMOPTEVFOR, Naval Doctrine Command, and Fleet CINCS.

Destroy when 2 years old.

2. AIR WARFARE PUBLICATIONS. Aircraft tactical publications (NWP 55 series), Naval Air Training and Operating Procedures Standardization Program (NATOPS), NAVAIRSYSCOM Manuals and TAC

AIDS.

a. Source File copy. Master copy of Air Warfare Publications.

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

b. Copy maintained by the Director of Naval History on special distribution.

Destroy when no longer required for historical program use.

c. Copy maintained in Fleet Tactical Library.

Destroy when 12 years old.

d. distribution copies.

Destroy when cancelled or superseded.

e. Reproducible copies. Original artwork, charts, graphics, negatives, and other printed material.

Destroy when publication has been superseded, declared obsolete, or when no longer needed for further reproduction, whichever is later.

2. BACKGROUND MATERIAL. Paper records used in the preparation, development, review, usage, and distribution of NWPs. Include copies of letters of promulgation, printing instructions, agenda correspondence, status reports, cost estimates, and similar records.

Destroy when publication has been printed and distributed.

111-3-86e

SURFACE WARFARE TAC D&E RECORDS

1. MESSAGES AND CORRESPONDENCE RELEVANT TO THE CONDUCT OF THE   Destroy when 2 years old.
NAVY TACTICAL DEVELOPMENT AND EVALUATION PROGRAM.

SSIC 3517

AIR WARFARE TAC D&E RECORDS

1. MESSAGES AND CORRESPONDENCE RELEVANT TO THE CONDUCT OF THE   Destroy when 2 years old.
NAVY TACTICAL DEVELOPMENT AND EVALUATION PROGRAM. (Exclude
actual results of the program which are controlled by a
separate system.)

SSIC 3518

EXERCISE DATA COLLECTION RECORDS

1. MESSAGES AND CORRESPONDENCE RELEVANT TO COLLECTION OF   Transfer to WNRC when 4 years
EXERCISE DATA AND ITS RECONSTRUCTION AND ANALYSIS. (Exclude   old. Destroy when 10 years
actual reports and analysis which are controlled by a separate   old.
system.)

SSIC 3519

EXERCISE RECONSTRUCTION RECORDS   Data
                                Source Data, Collection Sheets,
1. MESSAGES AND CORRESPONDENCE, RELEVANT TO COLLECTION OF   Transfer to WNRC when 4 years
EXERCISE DATA AND ITS RECONSTRUCTION AND ANALYSIS. (Exclude   old. Destroy when 10 years
actual reports and analysis which are controlled by a separate   old.
system.)

1. Exercise source data, data collection sheets, Summary
   Sheets, and logs and Similar Exercise reports
   Used in reconstruction and analysis.

III-3-87

ELECTRONICS (OTHER THAN NAVIGATIONAL AIDS) RECORDS

1. FLEET AIRBORNE ELECTRONICS TRAINING UNITS RECORDS

    a. General Correspondence (Subject) Files

        (1) Files related to the execution and accomplishment of the activity's mission and programs.

Destroy when 5 years old.

        (2) Files related to the routine internal operation and administration of the unit.

Destroy when 2 years old.

    b. Officer Flight Training Folders. Folders consist of examination sheets, flight check sheets, and other papers used in qualifying pilots *in the use of specialized electronic equipment.*

Destroy 3 months after information is ~~furnished to the Naval Military Personnel Command or Headquarters Marine Corps and results are~~ recorded in officer jackets (qualification or other) and in pilot log books.

RADAR RECORDS

Retire Records Under SSIC 3520
~~Apply SSIC 3520, par. 1.~~

SONAR RECORDS

1. GENERAL CORRESPONDENCE PERTAINING TO SUBMARINE SONAR ~~AND SUBMARINE SONAR INFORMATION.~~ *Training and Readiness.*

Destroy when 2 years old.

COMMUNICATIONS RECORDS

1. GENERAL CORRESPONDENCE RELATED TO TRAINING AND READINESS.   Destroy when 2 years old.

SSIC 3530

NAVIGATION RECORDS

● GENERAL CORRESPONDENCE FILES RELATED TO TRAINING AND
READINESS.

    a. Shore-Based and Headquarters Activities ~~Primary Program~~   ~~Permanent.~~ *Destroy when* ~~Transfer to FRC~~
Records.   when 3 years old. ~~Offer to~~
          ~~NARA when 20 years old.~~

    b. Active Ships *Records*   Destroy when 2 years old.

2. ~~RECORDS, LOGS, AND RELATED NAVIGATION DOCUMENTS ON BOARD~~   ~~Transfer to FRC when 2 years~~
~~SHIPS.~~   ~~old. Destroy when 7 years old.~~

SSIC 3531

AIDS TO NAVIGATION RECORDS

● GENERAL CORRESPONDENCE, INSTRUCTIONS, AND RELATED RECORDS   Transfer to FRC when 2 years
AT HEADQUARTERS ACTIVITIES.   old. Destroy when 6 years old.

2. CHARTS, OCEANOGRAPHIC OFFICE PUBLICATIONS, NOTICES TO   Destroy when obsolete,
MARINERS, ETC., AT SHORE ACTIVITIES, ON BOARD SHIPS, AIRCRAFT   superseded, or no longer needed
SQUADRONS, AND OPERATIONAL STAFFS.   for reference.

ENGINEERING RECORDS

1. GENERAL CORRESPONDENCE PERTAINING TO TRAINING AND READINESS   Destroy when 3 years old.
OF ENGINEERING. (See also SSIC 3500.)

SSIC 3541

DAMAGE CONTROL RECORDS

1. RECORDS CREATED AT HEADQUARTERS LEVEL DIRECTING THE OVERALL   *Destroy when 3 years old.*
NAVY EFFORT IN SHIP DAMAGE CONTROL READINESS.   Permanent. Transfer to FRC
                                                                      when 4 years old. Offer to
                                                                      NARA when 25 years old.

2. GENERAL CORRESPONDENCE PERTAINING TO TRAINING AND READINESS   Destroy when 3 years old.
OF DAMAGE CONTROL.

SSIC 3550

TRAINING RANGES

1. RECORDS RELATING TO THE DESIGN, DEVELOPMENT, TEST AND   Destroy when 2 years old.
EVALUATION, PRODUCTION AND SUPPORT OF NAVY RANGE INSTRU-
MENTATION SYSTEMS.

SSIC 3551

TRAINING RANGE INSTRUMENTATION

1. CORRESPONDENCE, REPORTS, AND MESSAGES USED TO SUPPORT FLEET   Destroy when 2 years old.
READINESS AND TEST AND EVALUATION RANGES.

COMBAT INFORMATION CENTER LOGS

1. COMBAT INFORMATION CENTER LOGS.	Destroy when 3 years old.

2. *Dead Reconning Traces (DRT) for Routine Operations*   *Destroy when 3 months old.*

SSIC 3561

RECOGNITION AND VISUAL IDENTIFICATION RECORDS

1. GENERAL CORRESPONDENCE PERTAINING TO TRAINING AND READINESS RECOGNITION AND VISUAL IDENTIFICATION.	Destroy when 3 years old.

SSIC 3570

ORDNANCE AND GUNNERY RECORDS

1. ORDNANCE DISPOSAL TRAINING; GENERAL CORRESPONDENCE, MESSAGES, ETC.

a. Headquarters Activities	Transfer to WNRC when 2 years old. Destroy when 5 years old.
b. Field and Operational Activities	Destroy when 3 ($\cancel{5}$) years old.
2. ORDNANCE DISPOSAL TRAINING RECORDS, LOGS, ETC., AT OPERATIONAL ACTIVITIES.	Destroy when 3 years old.

3. GUNNERY TRAINING GENERAL CORRESPONDENCE, MESSAGES, ETC.

a. Headquarters Activities, and Fleet and Command Staffs	Transfer to nearest FRC when 2 years old. Destroy when 5 years old.
b. On Board Ships and Other Operational Activities	Destroy when 3 ($\cancel{5}$) years old.

4. GUNNERY TRAINING; LOGS, RECORDS, ETC., ON BOARD SHIPS AND OTHER OPERATIONAL ACTIVITIES.

Destroy when 3 years old.

SSIC 3571

ORDNANCE HANDLING AND DISPOSAL RECORDS

MESSAGES, RECORDS AND CORRESPONDENCE RELATED TO THE OPERATION AND ADMINISTRATION OF ACTIVITIES WHO RECEIVE, STORE, SEGREGATE, ISSUE AND DISPOSE OF ORDNANCE AND AMMUNITION ITEMS.

Destroy when 3 years old.

SSIC 3572

BOMBING RECORDS for Training and Exercise operations

Apply SSIC 3570.

SSIC 3573

LANDING PARTY AND INFANTRY RECORDS

1. GENERAL CORRESPONDENCE FILES RELATING TO TRAINING AND READINESS OF LANDING PARTIES AND INFANTRY.

Destroy when 2 years old.

SSIC 3574

SMALL ARMS RECORDS

1. GENERAL RECORDS RELATING TO THE JOINT SERVICE SMALL ARMS PROGRAM (JSSAP).

Destroy when 3 years old.

2. FILES RELATING TO THE ROUTINE INTERNAL OPERATION AND ADMINISTRATION OF THE UNIT. Records and reports relating to marksmanship training and readiness with individual small arms to include copies of awards made to individuals. Exclude copies of award filed in individuals official military personnel file.

Destroy when 2 years old.

3. PRACTICE AND TESTING RECORDS. Records include reorganizational reports, rifle and pistol line sheets, and scoring sheets.

Destroy when 1 year old.

III-3-92

COMPETITION AND AWARDS RECORDS

1. RECORDS, INCLUDING REPORTS, RELATING TO TRAINING AND READINESS COMPETITIONS AND AWARDS. Files include copies of awards made to individuals. (Exclude copies filed in individual's service records.)	Destroy when 2 years old.

SSIC 3591

RKSMANSHIP RECORDS

1. MARKSMANSHIP PRACTICE AND TESTING RECORDS. Files include organizational reports and rifle, pistol line, and pit score sheets.	Destroy when 1 year old.

SSIC 3593

WEAPONS RECORDS	Apply SSIC 3590.

SSIC 3600

GUIDED MISSILE (GENERAL) RECORDS

GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.	Destroy when 3 years old.

SSIC 3610-3619

ELECTRONIC WARFARE RECORDS

THE RECORDS IN THIS (3610-3619) SERIES RELATE TO ELECTRONIC WARFARE RECORDS AND INCLUDE ELECTRONIC SURVEILLANCE MEASURES (ESM), ELECTRONIC COUNTERMEASURES (ECM), AND ELECTRONIC COUNTER/COUNTERMEASURES (ECCM) RECORDS.

ELECTRONIC WARFARE RECORDS

1. PRIMARY PROGRAM FILES. Files document the development and
direction of electronic warfare policy and programs as
established by the ~~Deputy Chief of Naval Operations (Naval
Warfare), specifically the~~ Director, Electronic Warfare (N6) of Space and
~~Command, Control, Communications, and Intelligence and Space
Warfare Division and among the platform sponsors,~~ and provide
assistance in the evaluation of the effectiveness and adequacy
of planned electronic warfare capabilities relative to warfare
tasks and specialties.

Permanent. ~~Transfer~~ Retire to ~~FRC~~ WNRC
when 5 years old. ~~Offer~~ to
NARA when 25 years old. → Transfer.

2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.

Destroy when 5 years old.

ELECTRONIC SURVEILLANCE MEASURES (ESM)

1. ESM RECORDS AND FILES. Records and Files document the
direction and development of specific ESM related programs as
coordinated by ~~Deputy Chief of Naval Operations (Naval
Warfare), specifically~~ the Director, Electronic Warfare (N6)
~~Command, Control, Communications and Intelligence and Space~~ of Space and
~~Warfare Division and platform sponsors and Systems Commands
managing the systems.~~

   a.   Primary Program Records

Permanent. ~~Transfer~~ Retire to ~~FRC~~ WNRC
when 5 years old. ~~Offer~~ to
NARA when 25 years old. → Transfer

   b.   General Correspondence Records

Destroy when 3 years old or no
longer needed for reference,
whichever is earlier.

ELECTRONIC COUNTERMEASURES (ECM)

1. ECM RECORDS AND FILES. Records and files document the
development and direction of specific ECM related programs as
coordinated by ~~Deputy Chief of Naval Operations (Naval
Warfare), specifically~~ the Director, Electronic Warfare *(N6)*
~~Command, Control, Communications and Intelligence and Space~~ *for Space and*
~~Warfare Division and platform sponsors~~ and Systems Commands
managing the systems.

    a.   Primary Program Records

          Permanent. *Retire* ~~Transfer~~ to ~~FRC~~ *WNRC*
          when 5 years old. ~~Offer~~ *Transfer* to
          NARA when 25 years old.

    b.   General Correspondence Records

          Destroy when 3 years old or no
          longer needed for reference,
          whichever is earlier.

ELECTRONIC COUNTER COUNTERMEASURES (ECCM)

1. ECCM RECORDS AND FILES. Records and files document the
development and direction of specific ECCM related programs as
coordinated by ~~Deputy Chief of Naval Operations (Naval
Warfare), specifically~~ the Director, Electronic Warfare *(N6 Space and*
~~Command, Control, Communications and Intelligence and Space~~ *space and*
~~Warfare Division and platform sponsors and Systems Commands
Managing the systems.~~

    a.   Primary Program Records

          Permanent. *Retire* ~~Transfer~~ to ~~FRC~~ *WNRC*
          when 5 years old. ~~Offer~~ to
          NARA when 25 years old. *Transfer*

b. General Correspondence Records

Destroy when 3 years old or no longer needed for reference, whichever is earlier.

SSIC 3700-3799

FLIGHT/AIR SPACE RECORDS

SSIC 3700

GENERAL FLIGHT/AIR SPACE RECORDS

Primary Program Records

1. ~~GENERAL CORRESPONDENCE FILES~~ OF NAVAL AIR STATIONS, *and* MCASS, ~~NAVAL AUXILIARY AIR STATIONS, AND NAVAL AIR FACILITIES.~~

Retire records under SSIC 3000.6a of this instruction.

2. *General Correspondence files of Naval Air Stations, MCAS's* ~~a. Shore-Based Activities~~ *and Marine Corps Air Stations*

Retire records under SSIC 3000.6.b ~~Apply SSIC 3000, par. 4.~~ *of this instructi*

3. *Correspondence files of Naval Auxiliary Air Stations (NAAS)* ~~b. Operating Force Activities~~ *and Naval Air Facilities (NAF)*

File under SSIC 3000.7 of this instruction ~~Apply SSIC 3100, par. 2.~~ *Destroy when 2 yrs. old.*

4 ~~2~~. CORRESPONDENCE, COPIES OF REPORTS, AND OTHER RECORDS. Files related to the internal operation and administration of air and space traffic and servicing facilities for locally based or transient craft.

Destroy when 2 years old.

5 ~~3~~. AVIATION MEDICINE RESEARCH RECORDS.

Retire records under appropriate ~~Apply SSIC 6410.~~ *section of SSIC 6410 of this instruction.*

SSIC 3710

GENERAL OPERATING INSTRUCTIONS ~~RECORDS~~

~~Apply SSIC 3700, par. 2.~~ *Destroy when Cancelled or superseded.*

SSIC 3720

ALL WEATHER FLYING RECORDS

1. INSTRUMENT APPROACH PROCEDURES CHARTS AND PILOT'S HANDBOOK

~~Apply SSIC 3140.~~ *Destroy when Cancelled or superseded.*

NAVIGATIONAL AIDS RECORDS *charTs, Tables, Frequency designations, and Technical Specifications of electronic aids to navigation*

~~Apply SSIC 3140.~~ *Destroy when Cancelled or Superseded.*

SSIC 3722

TRAFFIC CONTROL RECORDS

1. TRAFFIC CONTROL RECORDS. Files related to the internal control of air and space traffic, including arrival and departure logs and records relating to the supervision of clearance and other traffic control functions.

Destroy when 6 months old.

2. AIRCRAFT CLEARANCE AND ARRIVAL REPORTS.

    a. Local Clearance Notices

Destroy when 6 months old.

    b. All Other Reports

Destroy when 3 months old.

3. GENERAL CORRESPONDENCE FILES. Files pertain to Air Defense Identification Zone (ADIZ) and Department of Defense Flight Information Publications (FLIPS).

Destroy when superseded or no longer required for reference, whichever is earlier.

SSIC 3730

EMERGENCY PROCEDURES RECORDS

Destroy when Cancelled or superseded. ~~Apply SSIC 3700, par 2~~

SSIC 3740

PILOT QUALIFICATIONS RECORDS *Course completion certificates, Certifications, exam results, and similar records relating to qualifications of Naval Aviators.*

~~Apply SSIC 1500.~~ *Destroy when record of qualification has been entered in Aviator's NATOPS Training and Qualifications Jacket (SSIC 3760.1⌀)*

FLIGHT SAFETY AND ACCIDENT ANALYSIS RECORDS

1. AIRCRAFT ACCIDENT REPORTS (CLASS A AND B).

    a. <u>Original reports and endorsements</u> . Reports required by OPNAV INST 3750.6Q maintained by the Navy Safety Center, Norfolk, VA.

PERMANENT. Navy Safety Center transfer in microform to Director of Naval History when 20 years old. DNH transfer to NARA when no longer required for reference use.

b. <u>Copies of accident or incident reports maintained by all other organizations.</u>

Destroy when 2 years old.

2. AIRCRAFT MISHAP REPORTS (CLASS C REPORTS)

    a. <u>Original reports.</u> Reports of minor accidents and incidents that do not result in injury, death, or significant damage. Reports are maintained by the Navy Safety Center, Norfolk, VA.

Destroy when 10 years old.

    b. <u>Copies maintained by all other organizations.</u>

Destroy when 2 years old.

3. AIRCRAFT HAZARD REPORTS

    a. <u>Original reports.</u> Reports of observed unsafe conditions or procedural violations. Reports maintained by the Navy Safety Center, Norfolk, VA.

Destroy when 7 years old.

    b. <u>Copies maintained by all other organizations.</u>

Destroy when 1 year old.

FLIGHT RECORDS AND REPORTS

1. AIRCRAFT INSPECTION AND ACCEPTANCE (AIA) RECORD. Recorded on OPNAV form 4970/141 the AIA identifies the aircraft Bureau number (BUNO), type, model, series, and reporting custodian. Report certifies aircraft readiness for flight by maintenance personnel and records fuel, oil, oxygen, and expendable ordnance on board.

Destroy upon safe completion of flight.

2. MASTER FLIGHT FILES. The original of the NAVAL AIRCRAFT FLIGHT RECORD (OPNAV FORM 3710/4). The data collected include a statistical description of the flight pertaining to the aircraft and crew members, a record of all logistics actions performed during the flight, a record of weapons proficiency, a record of training areas utilized, and other miscellaneous data. MASTER FLIGHT FILES shall be securely bound in hard binders and labelled as MASTER FLIGHT FILES of (squadron designation) and period covered.

   a. Routine Operations and Training flights.

Cut off file annually in November and retire to nearest FRC. Destroy when 7 years old. Units being decommissioned retire files to FRC upon decommissioning.

   b. MASTER FLIGHT FILES for units in a combat status.

PERMANENT. Transfer to Aviation Statistics Office of the appropriate fleet air command (COMNAVAIRLANT or COMNAVAIRPAC) upon completion, fleet air commands will retire records to WNRC when no longer useful as a reference source of combat data or when so

3. NAVAL AIRCRAFT FLIGHT RECORD (OPNAV 3710/4)

    a. <u>Original (copy 1) filed as Master Flight File under SSIC 3760.2.</u>

    b. <u>Copy #2 maintained by Operations Departments.</u>   Destroy after monthly reports have been verified.

    c. <u>Copy #3 maintained by Maintenance Departments.</u>   Destroy when 3 months old.

4. AVIATORS FLIGHT LOG BOOK (OPNAV 3760/31) A flight by flight record maintained by all aeronautically designated officer personnel and student aeronautical officers. Information recorded in the Log includes qualifications and achievements, personnel status changes, summary of total flights, Flight record summary for 12 months preceding current log, flight by flight record, flight clothing issue, and mishap and flight rule violations.

         Record is personal property of the aviator. Handle as personal effects upon death of aviator.

5. DAILY FLIGHT LOGS AND LOGS OF VISITING AIRCRAFT.   Destroy 6 months after date of last entry.

6. OPERATIONS LOGS. Logs accumulated by operations departments of flight activities, including control tower records.   Destroy when 6 months old.

7. FLIGHT PLANS   Destroy when 6 months old.

8. SQUADRON FLIGHT SCHEDULES   Destroy when 6 months old.

9. FLIGHT CERTIFICATES AND RECORDS OF COMPLETED FLIGHT TIME USED TO SUBSTANTIATE THE ISSUANCE OF FLIGHT CERTIFICATES.   Destroy when 3 years old. Units scheduled to be decommissioned or

10. AVIATION TRAINING REPORTS. Reports of training received by aviators and flight personnel. Includes squadron training records.

Destroy when 2 years old.

11. NATOPS FLIGHT PERSONNEL TRAINING AND QUALIFICATIONS JACKET (OPNAV 3760/32). A consolidated record of the training status and readiness of flight personnel. Jacket includes a current annual flight time summary, a record of all aircraft mishaps and flight violations involving a pilot cause factor, record of flight equipment issue, mission qualification record, school course attendance record, and Operational Physiology and Survival Training Record. Jacket is maintained by the aviator's current Commanding Officer and certified annually for accuracy.

Destroy when aviator is no longer in an active or reserve flight status. Record may be given to aviator as a personal record upon termination of flight status.

12. AVIATION TRAINING JACKETS (ATJ's). A comprehensive record of Basic and Advanced training of Naval Aviators. Records are maintained by the Chief of Naval Air Training (CNATRA) at headquarters in Corpus Christi, TX.
(Note: Pre 1977 ATJ's have been retired to FRC Atlanta, GA.

Retire to FRC Fort Worth, TX 2 years after completion of advanced training. Destroy when 50 years old. Navy may transfer jacket to individual aviator when he/she retires or is released from active/reserve duty. Inactive aviators must submit requests for their ATJ's in writing to CNATRA.

deactivated retire records to nearest FRC until eligible for destruction.

13. COPIES OF FLIGHT ORDERS, LOGS, AND OTHER RECORDS OF ORDERS ISSUED.

Destroy when 2 years old.

14. SQUADRON LOGS.

Destroy when 3 years old.

CIVIL AVIATION RECORDS

1. CLEARANCE AND ARRIVAL REPORTS OF NON GOVERNMENT AIRCRAFT USING   Destroy when 6 months old.
NAVY FACILITIES.

INTELLIGENCE RECORDS

RECORDS IN THIS (3800-3899) SERIES ARE ACCUMULATED BY THE DIRECTOR OF NAVAL INTELLIGENCE (CNO N2), THE OFFICE OF NAVAL INTELLIGENCE (ONI), THE NAVAL INTELLIGENCE COMMAND, AND BY OTHER ACTIVITIES AND OFFICES CONCERNED WITH INTELLIGENCE MATTERS.

SSIC 3800

GENERAL INTELLIGENCE RECORDS

1. PRIMARY PROGRAM RECORDS. Files, reports, and other records of the Director of Naval Intelligence (N2) that document the development and execution of plans, policies, programs, and procedures relative to the primary intelligence function.

PERMANENT. Retire to WNRC when 2 years old. Transfer to NARA when 25 years old.

2. INTELLIGENCE OFFICES' PRIMARY PROGRAM RECORDS. Final Intelligence Products generated in response to Tactical Intelligence and Related Activities (TIARA) requirements as designated by CNO, Operational Intelligence Programs, and Sword, Spear and Sabre Programs. Records are accumulated by ONI Directorates, Divisions/Centers of the former Naval Intelligence Command. Exclude Intelligence products coordinated with, registered or disseminated by DIA.

PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.

3. INTELLIGENCE OFFICES' GENERAL CORRESPONDENCE FILES. Files, reports, and other records of intelligence offices that relate to intelligence collection, evaluation, and dissemination within the Department of the Navy and to plans, programs, and transactions pertaining to the overall administration of the office. Included are records of the Directorates of the Office of Naval Intelligence (ONI). Exclude records of Joint Intelligence Offices filed under SSIC 3860 of this instruction.

Retire to nearest FRC (WNRC for ONI Directorates) when 2 years old. Destroy when 10 years old.

4. ADMINISTRATIVE FILES. Files relating to the routine internal

Destroy when 2 years old.

operation and administration of the intelligence office.

5. INTELLIGENCE CARD INDEX FILES. Card indexes or similar files of ships, corporations, suspects, and other special categories that are of intelligence or counterintelligence interest. Records were maintained by Naval District Intelligence Offices and the Intelligence Offices of Force Commanders prior to 1961.

PERMANENT. Transfer to NARA immediately..

6. SURVIVOR REPORTS. Intelligence Offices' information copies.

Destroy when 1 year old.

7. VESSEL FILES. Records include boarding reports, crew lists, and cargo manifests.

Destroy when 2 years old.

8. INTELLIGENCE CENTER LOGS. A watch to watch record of the daily intelligence events occurring during each watch at intelligence centers. The logs also serve as a security register of on board personnel and visitors. Logs include the watch commander, personnel matters concerning the watch team, and an hourly listing of events.

Retire to nearest FRC when 2 years old. Destroy when 5 years old.

9. COASTAL INFORMATION FILES. Reference files of intelligence offices consisting of information on coastal areas such as codes and signals, distress calls, aids to navigation, signal lights, and related commerce and travel reports.

Destroy when 1 year old.

10. SHIPWRECK AND MARINE ARCHAEOLOGY FILES. Reports, surveys, charts, contact confirmations, reports of salvage activity, and similar documentation relating to sunken ships or Navy sponsored marine archaeological projects

PERMANENT. Forward to the Director of Naval History (OP-09BH). DNH transfer to NARA when 50 years old.

11. INTELLIGENCE REFERENCE RECORDS. Finished intelligence documentation published by a member of the intelligence community other than Navy. Include printed reports or processed materials, photographs, and maps accumulated by intelligence offices as a reference file or for library research purposes.

Destroy when cancelled or superseded.

12. COPIES OF REPORTS OF DATA. Reports, studies, evaluations, and supporting information that was prepared locally and submitted or forwarded to higher authority.

Destroy when 5 years old or no longer needed for reference in connection with the activity's mission, whichever is sooner.

13. DEFENSE ATTACHES RECORDS.

File records under the appropriate subsection of SSIC 5710 of this instruction.

14. AEROSPACE TECHNICAL INTELLIGENCE REPORTS. Information copies of reports and studies produced by the Foreign Aerospace and Technology Center, Wright Patterson Air Force Base, Dayton, OH.

Destroy when obsolete.

SSIC 3810

INTELLIGENCE PLANNING AND MANAGEMENT RECORDS

1. DEFENSE-WIDE INTELLIGENCE PLANS. Published plans on Continuity of Operations Plans (COOP), Crisis Management Plan (CRIMP) and related Navy background papers.

Destroy when superseded or obsolete.

2. INTELLIGENCE PLANNING RECORDS. Studies plans, and correspondence reflecting the development and establishment of DOD, Joint, DIA, and Navy operational immediate and long-range intelligence plans; war gaming; and liaison with the Unified and Specified commands.

    a. File maintained by the Director of Naval Intelligence (DNI)

PERMANENT. Retire to WNRC

	when cancelled, superseded, or no longer required. Transfer to NARA when 30 years old.
b. <u>Files maintained by all other offices.</u>	Destroy when cancelled or superseded.
3. PROJECT ASSIGNMENT RECORDS. Files of major actions assigned to fulfill intelligence production requirements, for use in preparing reports, internal capabilities studies, manpower utilization, and to reflect the scope of the production effort.	Destroy when 5 years old.
4. INTELLIGENCE REQUIREMENTS RECORDS. Guidelines, standards, and comments from, National Level, Presidential, DOD, OSD, JCS, DIA, Unified and Specified Commanders, and DNI regarding requirements for intelligence matters.	Destroy when superseded, obsolete, or no longer required for planning purposes.

<u>SSIC 3811</u>

ESTIMATES AND STUDIES RECORDS

1. INTELLIGENCE ESTIMATES RECORDS. Analyses of the intentions, capabilities, and vulnerabilities of foreign powers, developed for use in operational planning. File includes published estimates as well as estimate requirements, reviews of war plans, and correspondence relating to the improvement of intelligence support.	
a. <u>Formal Intelligence Estimates originated by the Office of Naval Intelligence (ONI).</u>	PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA in 5 year blocks when 25 years old.
b. <u>Background File.</u> Records include requirements studies, review documents, correspondence, and published estimates distributed by other intelligence agencies.	Destroy when 5 years old.

INTELLIGENCE COLLECTION RECORDS.

1. PROPOSALS FILES. Correspondence and related records relating to the presentation of proposals for the collection of intelligence not developed into collection requirements.	Destroy when 2 years old.
2. INTELLIGENCE COLLECTION RECORDS. Records pertaining to the review, validation, coordination, analysis, and evaluation of raw intelligence.	Destroy when 2 years old.
3. COLLECTION REQUIREMENTS RECORDS. Correspondence, messages, and other documents pertaining to levy and collection action.	Destroy when 3 years old.

SSIC 3821

HUMAN RECORDS

1. BIOGRAPHIC RECORDS. Biographic information on foreign military service personnel of intelligence interest.	Destroy when no longer needed to support current requirements.
2. HUMAN SOURCE RECORDS. Raw, unprocessed intelligence information received from human sources. Include information obtained from emigre phase of Naval Intelligence.	Destroy when Intelligence Report has been produced.

SSIC 3822

PHOTOGRAPHIC RECORDS

1. COLLECTION OPERATIONS PHOTOGRAPHY. Photographs produced or assembled during specific intelligence collection operations.	Destroy when Intelligence Report has been produced
2. TARGET JACKETS. Photographs and other material accumulated on specific targets such as shipyards, bridges, railroads, terrain, ordnance depots, ships, installations, etc.	Retire to WNRC when not needed for active reference. Destroy when 20 years old.

ELECTRONIC RECORDS

1. GENERAL CORRESPONDENCE. Files relating to the collection of non-communications electronic intelligence (ELINT) and to specific ELINT operations. Included is documentation on sensors and their placement. Exclude communications related ELINT records filed under SSIC's 3250-3254.

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

SSIC 3824

SPECIAL RECORDS

1. GENERAL FILES. Raw unprocessed intelligence information accumulated from special intelligence collection operations.

Destroy when Intelligence Report has been produced.

SSIC 3825

ACOUSTIC RECORDS

1. GENERAL FILES. Raw unprocessed intelligence information collected from acoustic sensors or as a product of acoustic collection operations. Exclude acoustic information collected under programs sponsored by Commander Naval Oceanography Command (CNOC) and filed under SSIC's 3140-3148.

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

SSIC 3830

INTELLIGENCE DISSEMINATION RECORDS.

1. GENERAL CORRESPONDENCE FILES. Correspondence, messages, reports and other records accumulated incident to disseminating intelligence reports, publications, and other records; supporting agreements; interpreting general release policies; and substantiating requirements or the recipients of intelligence products. Exclude dissemination records for special intelligence

Destroy 2 years after requirement is cancelled.

filed under SSIC 3834 and dissemination of Acoustic intelligence
filed under SSIC 3835.

2. FOREIGN DISCLOSURE FILES. Navy policy documents that reflect, | Destroy when 10 years old.
substantiate, and implement international or bilateral
negotiations, arrangements, and agreements on exchange or release
of classified military intelligence information to foreign
governments or international organizations. Included are records
of the Navy Representative to the National Military Information
Disclosure Policy Committee (NDPC).

SSIC 3831

HUMAN RECORDS   DELETE THIS SSIC   File records under SSIC 3830

SSIC 3832

PHOTOGRAPHIC RECORDS   DELETE THIS SSIC   File records under SSIC 3830

SSIC 3834

SPECIAL RECORDS

1. GENERAL CORRESPONDENCE FILE. Messages, correspondence, | Destroy when 5 years old.
agreements and similar records relating to the dissemination of
Special Intelligence information within the Naval Operating Forces.
Records are accumulated by the Office of Naval Intelligence and
Commander Naval Special Warfare Command, Coronado, CA.

SSIC 3835

ACOUSTIC RECORDS

1. PROCEDURAL FILES. Special procedures for the internal | Destroy when cancelled or
dissemination of information derived from ocean sensors and other | superseded.
acoustic devices to the Navy Operating Forces.

OPERATIONAL INTELLIGENCE RECORDS

GENERAL CORRESPONDENCE FILES. Plans, orders, studies, and related documents concerning intelligence support and interface with current operations in a tactical environment. Included are pertinent defense-wide plans applicable to the Theater or area of operations. Records are accumulated Fleet/Force Commanders.	Destroy when 2 years old.

SSIC 3841

INDICATIONS AND WARNINGS RECORDS

1. GENERAL CORRESPONDENCE FILES. Copies of correspondence, issued by higher authority and dealing with possible strategic warnings or predictions of the likelihood of imminent hostilities/any impending threat activity which may adversely impact on the United States. Include copies of formal Indications and Warnings studies issued by DIA.	Destroy when cancelled or obsolete or when 2 years old whichever is sooner.

SSIC 3850

COUNTERINTELLIGENCE RECORDS

1. COUNTERINTELLIGENCE FILES. Working files containing information on individuals, companies, associations, and other collective groups of individuals that may be involved in hostile foreign intelligence activities. Exclude investigative and other Naval Investigative Service records filed under SSIC 5527 of this instruction.	Transfer to NISCOM upon initiation of investigation, otherwise destroy when 10 years old.

SSIC 3860

JOINT AND COMBINED INTELLIGENCE.

1. ADMINISTRATIVE RECORDS. Files relating to the routine internal	Destroy when 2 years old.

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operation and administration of the Navy sections of joint and combined intelligence centers.

SSIC 3870

INTELLIGENCE TRAINING RECORDS

1. ADMINISTRATIVE FILES. Records of the day-to-day administration and operations of training institutions sponsored by the Office of Naval Intelligence and records of training conducted at the local level by commands and activities with an intelligence mission. Included are class lists, rosters, records of attendance and completion, instructor reports, attrition reports and similar records.

Destroy when 2 years old.

2. TRAINING MATERIALS. Course syllabi, lesson plans, examinations, instructional materials, and reference publications used in general intelligence training. Exclude records for specialized training under SSIC's 3871-3879.

Destroy when superseded or obsolete.

SSIC 3871

GROUND RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to Ground Order of Battle Training.

Destroy when superseded or obsolete.

SSIC 3872

AIR RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to Air Order of Battle Training.

Destroy when superseded or obsolete.

SSIC 3873

PHOTOGRAPHIC RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to imagery interpretation training.

Destroy when superseded or obsolete.

SSIC 3874

ELECTRONICS RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to Electronics Order of Battle Training. Include recognition profiles in any form provided from the national ELINT data base.

Destroy when no longer required.

SSIC 3875

COUNTERINTELLIGENCE RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to training for specific counterintelligence operations or special intelligence operations. Exclude investigator training.

PERMANENT. Retire to nearest FRC when cancelled or superseded. Transfer to NARA when 20 years old.

SSIC 3876

INTERROGATION/TRANSLATION RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to the training in interrogation of prisoners of war and defectors. Exclude records of DOD sponsored Language Schools.

PERMANENT Transfer to NARA when 10 years old.

2. LANGUAGE TRAINING LOGBOOKS. Logbooks maintained by Marine Corps interpreters.

Destroy 2 years after last entry.

SSIC 3877

SENSOR RECORDS

1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to theory, fundamentals, and operation of all-source sensors.

Destroy when superseded or obsolete.

SSIC 3878

SPECIAL RECORDS

Delete this SSIC

SSIC 3879

ACOUSTIC RECORDS

1. BRIEFING FILES. Command briefings and supporting materials used in familiarization training of operating force units in all phases of acoustic intelligence.

Destroy when 2 years old.

SSIC 3880

INTELLIGENCE SUPPORT FUNCTIONS RECORDS.

1. INTELLIGENCE REFERENCE DATA BASE RECORDS. A collection of intelligence reference materials maintained to support intelligence analysis and/or planning and to aid in the development of finished intelligence products. Records may consist of photographic collections, biographic files, collections of commercially published materials, sensor calibration data, reference electronic data bases, and similar records.

Destroy when 10 years old. Retention in excess of 10 years is authorized for continuing programs upon approval of DNI. Retention in excess of 10 years will be reviewed every 5 years.

2. MANAGEMENT SUPPORT TO INTELLIGENCE DETACHMENTS AND LIAISON ACTIVITIES. Correspondence, messages, and reports relating to management support to Navy and Marine Corps detachments and liaison activities in the areas of manning, personnel assignment, security, administration, and logistics.

Destroy when 2 years old.

3. INTELLIGENCE SUPPORT TO OPERATIONAL COMMANDERS. Correspondence, messages, agreements, and similar documents that relate to

Destroy when superseded or obsolete.

intelligence support provided to operational commanders.

SSIC 3882

SCIENTIFIC AND TECHNICAL SUPPORT RECORDS

Retire records under the appropriate subsection of SSIC 3880.

SSIC 3883

RESEARCH AND DEVELOPMENT SUPPORT RECORDS

1. CONTRACT MONITORING RECORDS. Correspondence and reports relating to performance monitoring of contractors performing Research and Development work for DON intelligence activities. Records are accumulated by program managers.

Destroy 6 years and 3 months after final payment on contract.

2. ALL OTHER RESEARCH AND DEVELOPMENT RECORDS.

Retire records under the appropriate subsection of SSIC 3900.

SSIC 3884

SYSTEMS SUPPORT RECORDS

Retire records under the appropriate subsection of SSIC 3880.

SSIC 3885

PROGRAMS SUPPORT RECORDS

Retire records under the appropriate subsection of SSIC 3880.

SSIC 3886

SPECIAL SUPPORT RECORDS

Retire records under the appropriate subsection of

SSIC 3890

INTELLIGENCE PRODUCTION RECORDS

1. INTELLIGENCE REPORTS. Intelligence Reports (IR's) and Unevaluated Intelligence Information Reports (IIR's) received from Military/Defense Attaches and other intelligence gathering activities.

    a. Navy produced IR's and Naval Attache Reports predating 1 January 1961 under the custody of the Office of Naval Intelligence.

PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA when 35 years old.

    b. Information copies of pre 1961 Navy IR's and Naval Attache Reports maintained by other activities.

Destroy when no longer required.

    c. IIR's and Attache Reports from Naval activities, DIA, or other Service Intelligence components accumulated by the Office of Naval Intelligence dated 1 January 1961 or later. The record copy maintained by the Defense Intelligence Agency will be transferred to NARA as a permanent record

Destroy when 2 years old.

    d. Information copies of IIR's dated 1 January 1961 or later maintained by other Navy and Marine Corps offices and activities.

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

2. SPECIALIZED INTELLIGENCE PRODUCTS. Specialized intelligence publications such as appraisals, analyses, estimates, studies, and surveys that have been produced, issued, or coordinated through Defense Intelligence Agency. (Note record copy maintained by DIA)

Destroy when no longer required.

3. PRODUCTION RECORDS. Records reflecting the record of actions taken in and for the fulfillment of specific requests for information on any phase of intelligence operations. Records

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

include correspondence, evaluations, and progress reports. Exclude primary program records filed under SSIC 3800.1.

4. PRODUCTION SCHEDULE RECORDS. Correspondence and reports relating to the annual scheduled of programmed intelligence products. Include Navy input to Defense Intelligence Production Schedule (DIPS).

Destroy when 2 years old.

SSIC 3891

ACOUSTIC PRODUCTION RECORDS

Retire records under the appropriate subsection of SSIC 3890.

RESEARCH, DEVELOPMENT, TEST, AND EVALUATION (RDT&E) RECORDS

RECORDS IN THIS SECTION (SSIC 3900-3999) ARE CREATED BY
ACTIVITIES IN CONNECTION WITH TECHNICAL AND SPECIFIC RESEARCH
AND DEVELOPMENT PROGRAMS RELATING TO THE DEVELOPMENT OF NEW
CONCEPTS, TECHNIQUES, WEAPONS, EQUIPMENT, AND MATERIALS, OR THE
IMPROVEMENT, MODIFICATIONS, OR REFINEMENT OF EXISTING
TECHNIQUES, WEAPONS, OR MATERIALS. THEY INVOLVE ALL PHASES OF
RESEARCH AND DEVELOPMENT, INCLUDING PLANNING AND THE
ESTABLISHMENT OF REQUIREMENTS AND PRELIMINARY CHARACTERISTICS,
EXPERIMENTATION, DESIGN, ENGINEERING, MODIFICATION, TESTING,
AND ACCEPTANCE. THEY ARE ACCUMULATED BY RESEARCH LABORATORIES,
TEST AND DEVELOPMENT CENTERS, STATIONS OR UNITS, PROVING
GROUNDS, FACILITIES, AND OTHER RESEARCH AND DEVELOPMENT OR
TESTING ACTIVITIES OR OFFICES. THEY INCLUDE BASIC RECORDS
CREATED BY RESEARCH AND DEVELOPMENT ACTIVITIES THAT HAVE
LASTING SCIENTIFIC OR RESEARCH VALUES, SUCH AS THOSE THAT
DOCUMENT PROGRAM DIRECTION, REVIEW, AND APPRAISAL OR ANALYSIS;
THE RESEARCH ACTIVITY'S OVER-ALL ORGANIZATION, FUNCTIONS,
PROCEDURES, AND OPERATIONS; OR THE CONDUCT OF INDIVIDUAL PROJECTS
AND SCIENTIFIC AND TECHNICAL RESULTS AND CONCLUSIONS THAT MAY
BE USEFUL FOR FUTURE RESEARCH. SCIENTIFIC DATA ACCUMULATED
DURING THE ACCOMPLISHMENT OF A Specific PROJECT GENERALLY ARE
REFLECTED IN LABORATORY NOTEBOOKS AND IN PROGRESS REPORTS.
THE REPORTS REFLECT THE PROGRESS AND FINAL RESULTS OF THE
RESEARCH EFFORT. WHEN SPECIFIC RESEARCH PROJECTS ARE OF LONG
DURATION, MUCH DATA OF A REPETITIVE, CONTINUING NATURE MAY
ACCUMULATE FROM SUCH PROCESSES AS TESTS OR EXPERIMENTS. THE
DATA ARE USUALLY RECORDED IN ROUGH NOTES, ON PUNCHED CARDS,
ELECTRONIC TAPES, COMPUTER PRINT OUTS, OR COMPARABLE MEDIA,
AND THEN CONDENSED IN PUBLISHED REPORTS OR STATISTICAL SUMMARIES
SO THAT SCIENTISTS MAY USE IT FOR COMPARATIVE OR OTHER PURPOSES.
WHEN THE DATA IS THUS RETAINED IN CONDENSED FORM, THE SOURCE
MATERIAL MAY BE CONSIDERED DISPOSABLE. TECHNICAL REPORTS AND
OTHER DATA ACCUMULATED BY PRIVATE COMMERCIAL OR RESEARCH
ORGANIZATIONS PERFORMING RESEARCH FUNCTIONS UNDER NAVY CONTRACT
ARE INCLUDED IN THE 3900-3969 SERIES. THE TERM "PROJECT" AS

USED HERE APPLIES TO PROJECTS, SUBPROJECTS, TASKS, OR PROJECT
PHASES. WHERE FEASIBLE, IT MAY BE DESIRABLE TO CONSOLIDATE
RELATED RECORDS INTO A SINGLE PROJECT FILE. BUT IF PROJECTS
ARE OF LONG DURATION AND THE VOLUME OF RECORDS IS LARGE, RECORDS
RELATING TO INDIVIDUAL SUBPROJECTS, TASKS, OR PHASES MAY BE CUT
OFF AND RETIRED TO FEDERAL RECORDS CENTERS OR LOCAL INTERIM
STORAGE UPON COMPLETION OF THE SUBPROJECT, TASK, OR PHASE AND
IN THE SAME MANNER AS FOR CONTRACT CASE FILES COVERED UNDER SSIC
4200 OF THIS INSTRUCTION.

<u>SSIC 3900-3915</u>

RESEARCH AND DEVELOPMENT RECORDS

RELATED RECORDS UNDER SSIC 3901 - RDT&E PLANS, SSIC 3902 -
RDT&E PROGRAMS, SSIC 3903 - RDT&E PROJECTS, SSIC 3904 - RDT&E
FUNDING, SSIC 3905 - RDT&E REPORTS, SSIC 3906 - RDT&E FLEET
RESOURCES SUPPORT, SSIC 3907 - OTHER RDT&E SUPPORT, SSIC 3910 -
GENERAL RESEARCH AND DEVELOPMENT, SSIC 3911 - R&D PLANS, SSIC
3912 - R&D PROGRAMS, SSIC 3913 - R&D PROJECTS, SSIC 3914 - R&D
FUNDING, AND SSIC 3915 - R&D REPORTS SHOULD RETIRED TO FEDERAL
RECORDS CENTERS UNDER THE APPROPRIATE SUBSECTION OF SSIC 3900 OF
THIS INSTRUCTION.

SSIC 3900

GENERAL RDT&E RECORDS

1. PRIMARY PROGRAM RECORDS

a. <u>Files and other records of the Secretary of the Navy,</u>   PERMANENT. Retire to
<u>the Office of the Chief of Naval Operations, Commandant of</u>   WNRC when 4 years old.
<u>the Marine Corps, Office of Naval Research (ONR), and Systems</u>   Transfer to NARA when
<u>Command Headquarters.</u> Correspondence, memoranda, reports, studies, 20 years old.
record copies of instructions and notices, and other records
that document the establishment, development, and accomplishment
of the Navy's overall Research and Development program. Exclude
reports and project case files for specific R&D projects that
are maintained by Program and Project Managers.

b. <u>Files and other records of major laboratories and other activities whose primary function is research and development or testing.</u> Correspondence, reports, studies, and similar records that document the overall project operations and administration of the RDT&E function at major laboratories and other RDT&E field facilities responsible for the performance, development, review, appraisal, or analysis of research and development projects. Exclude Annual Command History prepared in accordance with OPNAV Instruction 5750.12 series and Marine Corps Historical Summaries filed under SSIC 5757 of this instruction.

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

2. GENERAL CORRESPONDENCE FILES. Files of activities and offices performing research and development functions that relate to the routine internal operation and administration of the activity.

Destroy when 2 years old.

3. NAVAL RESEARCH ADVISORY COMMITTEE (NRAC) FILES. Records consist of minutes of quarterly meetings, letters of nomination and appointment to the committee, mission definition statements, and formal reports submitted to the Secretary of the Navy.

Permanent. Transfer annually when 5 years old to the Director of Naval History, Naval Historical Center. Director of Naval History transfer to NARA in 5 year blocks when most recent records in the block are 50 years old.

4. TECHNICAL BOARDS AND COMMITTEE'S FILES. Records of boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of various research and development project phases or programs. Records consist of agendas, directives, minutes of meetings, papers relating to the establishment, revision, or termination of projects, and other papers reflecting the boards or committees' actions, recommendations, and accomplishments. Exclude interim

and final reports on specific projects, and material included in the Project Case File.

a. <u>Official Board or Committee Files.</u>

Permanent. Retire to nearest FRC in 5 year blocks when 5 to 10 years old. Transfer to NARA when 30 years old.

b. <u>Other copies of board and committee files accumulated by members in the execution of their duties.</u>

Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

5. PROJECT CASE FILES. Files maintained by Project Managers at laboratories, and other activities responsible for research and development functions. The file is a complete history of each project from initiation through research, development, design, and testing, to completion. Included are project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications and photographs considered essential to document design, modification and engineering development; all technical and progress reports (including reports received from contractors); notices of completion; and correspondence influencing the direction or course of action taken on a project.

PERMANENT. Place in inactive project file upon completion or termination. Retire inactive file to nearest FRC when 5 years old or no longer needed for reference whichever is later. Transfer to NARA when 25 years old.

6. PROGRAM MANAGERS CASE FILES. Case files for RDT&E projects maintained by Systems Command or other Headquarters Program Managers. The records contained in this file are similar in nature to the Project Case file maintained by the Project Manager at Laboratories and other R&D activities under SSIC 3900.5

Cut off file when item becomes operational or at termination of the project and retire to nearest FRC. Destroy when 10 years old.

7. PROGRESS REPORT RECORDS. Reports on ongoing and recently completed R&D projects that are submitted by research facilities, laboratories, or project managers to higher authority. Reports generally show initiation, objectives, approach, progress, and degree of completion for R&D projects. Files include feeder

reports and related papers.

a. <u>Research and Technology Work Unit Summary (DD Form 1498)</u>
Summary progress report on all ongoing R&D projects.

(1) Original report prepared by laboratory or research facility.

Submit semiannually to DTIC for inclusion in R&T Work Unit Information System (WUIS) database.

(2) Reporting Office Copy. Paper copy or in machine readable form.

Retain on board. Destroy when 2 years old.

b. <u>Progress Reports Submitted to Program Manager on Specific Projects.</u>

File with Project Case File under SSIC 3900.5 of this instruction.

c. <u>Feeder Reports Used for Compilation of Consolidated Reports.</u>

Destroy upon submission of consolidated report.

8. PROJECT WORKING AND CONTROL FILES. Copies of documents essentially duplicated in project case files; preliminary and intermediate sketches, drawings, specifications, charts, graphs, photographs; other working papers determined not to be of sufficient value to incorporate in the project case file; and related project control and progress control records.

Retire to nearest FRC upon completion of project. Destroy 5 years after ~~retirement~~. *Completion.*

9. LABORATORY NOTEBOOKS. Notebooks used to record and preserve engineering, scientific, and technical data for R&D projects reflecting progress and how results were achieved.

a. <u>Formal Laboratory Notebooks</u> Numbered bound volumes issued by the Laboratory and containing serial numbered pages. Maintained by an individual assigned to the project under recognized scientific conventions, all entries are dated, signed by the person maintaining the notebook, and witnessed by a colleague familiar with the experiment or scientific principle

PERMANENT. Retire to nearest FRC when 6 years old. Transfer to NARA when 30 years old.

involved.

  b. Informal Laboratory Notebooks that do not meet the
criteria established for Formal Laboratory Notebooks.

(1) Informal Laboratory Notebooks containing data essential for establishing patent rights.	Retire to nearest FRC when 6 years old. Destroy when 25 years old.
(2) Informal Laboratory Notebooks containing technical data which is routine, fragmentary, or essentially duplicated in technical reports or papers.	Retire to nearest FRC when 5 years old. Destroy when 10 years old.
10. TECHNICAL WORKING DATA. Data accumulated during research and development and testing operations that do not pertain to individual projects. (Summary and usable data having continuing value are contained in technical reports or retained laboratory notebooks.	Destroy when 5 years old, superseded, or obsolete, whichever is earlier.
11. TECHNICAL LABORATORY WORKING PAPERS. Technical notes and data, measurements, formulas, graphs, drawings, and other similar material accumulated in connection with specific research, development, and testing projects. These essentially are summarized in or used as the basis for preparation technical reports, but continue to have temporary research value after a project's completion. Exclude laboratory notebooks.	Retire to nearest FRC 5 years after completion or termination of project. Destroy when 10 years old. Activities retiring records indicate project term-ination date on SF 135.

12. TECHNICAL REPORT FILES. Published Technical Reports (TR),
Technical Notes (TN), Technical Memorandum (TM), (or
unpublished mauscript of these reports) prepared in connection
with a project or task. These reports summarize the progress,
findings, and conclusions reached relative to specific
projects. They may also clarify and supplement information
contained in laboratory notebooksand other source data.
Include published bibliographies and reports received from
contractors.

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a. Official Record Copy.

File with Project Case
Case File under SSIC
3900.5 of this instruct-
tion.

b. Distribution Copy.

Send one copy of each
publication to Defense
Technical Information
Center (DTIC Central
Depository for Research
Records.

c. Laboratory Reference Copy. Maintained in Laboratory
or Research Activity's Library.

Destroy when no longer
needed for reference.

13. TECHNICAL REFERENCE FILES. Copies of technical reports
publications, specifications, drawings, and other technical or
scientific data received from other sources and used as a
reference source in the performance of research and development
functions.

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

14. DRAWINGS AND SPECIFICATIONS FILES. Drawings and
specifications design, test procedures, and technical
characteristics of of items developed. The drawings show,
in visual form, the mechanical and physical characteristics
of the items developed and the specifications explain these
characteristics in detail. These are essential for production
and servicing of the item developed and for modification,
redesign, or continuing research on the item or related items.

a. Completed set of original drawings and related
specifications.

Transfer to product Life
cycle Manager or Systems
Command as directed by
Project sponsor upon
completion of project.

b. One copy of final product drawings and specifications.

File with Project Case
File under SSIC 3900.5

c. <u>All other copies of drawings and specifications</u>.

of this instruction.

Destroy when no longer
required for reference.

~~12. DRAWINGS AND SPECIFICATION FILES. Official file copy of~~ each drawing and specification showing final design, test ~~procedures,~~ and technical characteristics of items developed. These records ~~are~~ useful adjuncts to the files described in SSIC 3900, pars. 4, ~~7, and~~ 8. The drawings show, in visual form, the mechanical and ~~other physical~~ characteristics of the items developed and the ~~specifications~~ explain these characteristics in ~~detail.~~ These are ~~essential~~ for production and servicing ~~of the~~ item developed and for ~~modification,~~ ~~redesign, or continuing research on the items or related items.~~

~~Permanent. Place in inactive file when superseded or obsolete. Transfer inactive file to nearest FRC at end of year when no longer needed for reference, whichever is later. Offer to NARA when 20 years old.~~

15. FEASIBILITY STUDY FILES. Files relating to exploration of the feasibility of unsolicited proposals for projects received from individuals.

a. Approved Proposals

File in related project case file.

b. Rejected Proposals

Destroy 1 year after completion of investigation.

ADD (A) from page 111-3-115a

17 ~~14.~~ RESEARCH CONTRACT OR AGREEMENT FILES. Formal contracts or agreements with universities, commercial concerns, individuals, and others for research and development work and related papers. (Exclude technical or scientific data furnished DON pursuant to the terms of contracts or agreements.)

a. Case Files of Contracts and Agreements Relating to Basic or Applied Research Which can be Identified as Involving Subject Matter having Potential for a Patent Infringement Claim

Destroy when 25 years old. (NCI-NU-81-3)

b. All Other Files

Retire under appropriate section of SSIC 4200 of this instruction
~~Apply SSIC 4200, par. 1.~~

18 ~~15.~~ LOGS OR OTHER CONTROL RECORDS. Records for project task assignments, project approvals or disapprovals, or research procurement justifications and approvals.

Destroy when 2 years old or upon completion of project, whichever is later.

16. CONTRACTOR INDEPENDENT RESEARCH AND DEVELOPMENT PROGRAM
RECORDS. Records created by contractor-funded research and
development not otherwise sponsored by a contract or grant and
falling under one of three broad categories; basic and applied
research, development, or systems and concept formulation.

    a. <u>Technical evaluation summary reports, potential DON
relationship determinations, cost classification determinations,
contractor technical plans determined to have Navy technical
lead.</u> Records accumulated by Navy IR&D Technical Manager.

Retire to nearest FRC
when 3 years old.
Destroy when 11 years
old.

    b. <u>Technical evaluation forms, technical evaluation
summary reports and related documents</u> accumulated by evaluating
activities.

Destroy when 3 years
old.

    c. <u>Contractor technical plans not containing Navy lead
responsibilities</u>.

Destroy when 1 year
old.

    d. <u>Navy IR&D Policy Council Records</u>. Include
announcements of meetings, agendas, background material,
briefing packages, and minutes.

Retire to WNRC when 3
years old. Destroy when
25 years old.

16. REFERENCE FILES OF TECHNICAL PUBLICATIONS AND DATA. Copies of publications, reports, test data, project reports, and other similar documents originated by other government agencies or by private companies or institutions.

Destroy when superseded, obsolete, or no longer needed for reference.

19 17. ONR BRANCH OFFICES' RECORDS

    a. General Correspondence Files and Reports of ONR Branch Offices. (Exclude primary program records of ONR, Washington, DC, and the Naval Research Laboratory, Washington, DC, covered in SSIC 3900, par. 1.) (See also SSIC 5750.)

Destroy when 2 years old. Retain administrative/organizational histories until office is disestablished.

    b. ONR Periodic Reports. COpies of reports submitted to ONR, Washington, DC or to other higher authority and copies of reports received from other branch offices.

Destroy when 1 year old.

    c. Status Reports. Reports submitted periodically by contractors to report on progress of scientific projects.

Destroy when 2 years old or after technical report has been issued, whichever is later.

    d. Technical Reports. Reports submitted by contractors upon completion of a particular contract or of a project, contract phase, or when significant results are to be reported. (Exclude master copies of reports accumulated by ONR, Washington, DC, and covered in SSIC 3900, par. 10. 12.)

Destroy when report or subject areas of reports are no longer needed for reference.

    e. Disapproved Proposals for Research Projects or contracts. Correspondence and other documents relating to rejected or disapproved proposals for research projects. Proposals may be received from individuals, commercial firms, private institutions, and others.

Destroy when 2 years old, provided the proposal is still in a "rejected" status.

    f. Correspondence Pertaining to General Naval Research or Scientific Matters. (Excludes files not relating to a specific project, contract, or proposal.)

Destroy when 2 years old.

g. <u>ONR Research Contract or Project Order Record Cards and Subsidiary Contracts Control Cards</u>. Index or control record of each task, project order, or contract. (See also SSIC 4200.)

Retire under appropriate section ~~File in contract case file.~~ of SSIC 4200 of this instruction

h. <u>Contract and Purchase Order (Case) Files</u>. Original proposals, project justifications, correspondence, and other documents pertaining to the award and administration of contracts or orders, bids, receipt and inspection papers, subsequent payment records, and other supporting documents.

Retire under appropriate section ~~Apply SSIC 4200.~~ of SSIC 4200 of this instruction.

i. <u>Correspondence and Papers Pertaining to License Matters Under Specific Contracts</u>. Includes patent clauses thereunder, assignments, license approvals, and agreements obtained.

~~Permanent.~~ {Retain on board until 2 years after termination of contract or of patent involved in agreement, whichever is earlier, then *Retire* ~~transfer~~ to nearest Federal Records Center.} *Destroy when 25 year old.*

j. <u>Patent Clause (Contract) Records</u>. Card or other index record of designated contracts containing patent clauses, and of inventions reported, agreements obtained and assignments and licenses approved thereunder.

Retain 2 years after termination of contract or 2 years after termination of patent agreement, whichever is earlier.

Destroy when ~~Retain~~ 2 years *old*

k. <u>General Correspondence Files Accumulated by ONR Branch Offices</u>. Files pertaining to naval contract matters and related functions. (<u>Exclude</u> correspondence relating to specific contracts and filed in contract case files.)

l. <u>Other Records Relating to Patents, Copyrights, Inventions, and Trademarks</u>.

~~Apply SSIC 5870.~~ *Retire records under appropriate section of SSIC 5870 of this instruction*

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SSIC 3910-3919

RESEARCH AND DEVELOPOMENT (R&D) RECORDS

THE RECORDS IN THIS (3910-3919) SERIES RELATE TO GENERAL R&D
RECORDS AND INCLUDE R&D PLANS, PROGRAMS, PROJECTS, FUNDING, AND
REPORTS RECORDS.

SSIC 3910

GENERAL RESEARCH DEVELOPMENT (R&D) RECORDS

1. CORRESPONDENCE AND RELATED RECORDS. Files pertain to   Apply SSIC 3900.
research and development plans, programs, projects, funding,
and reports.

SSIC 3930

RESEARCH AND DEVELOPMENT PROJECT RECORDS

1. PROJECT CASE FILES.   Apply SSIC 3900, par. 4.

2. OTHER PROJECT RECORDS.   Apply SSIC 3900.

SSIC 3960-3969

TEST AND EVALUATION (T&E) RECORDS

THE RECORDS IN THIS (3960-3969) SERIES RELATE TO GENERAL T&E
RECORDS AND INCLUDE T&E MASTER PLANS (TEMPS)/T&E PLANS (TEPS),
T&E PROJECTS, T&E REPORTS, SCIENCE AND TECHNOLOGY, AND IN
SERVICE WEAPON SYSTEMS EVALUATION RECORDS.

SSIC 3960

GENERAL TEST AND EVALUATION RECORDS

1. TEST AND EVALUATION POLICY FILES. Records consist of
correspondence files containing T&E policy guidance,
letters of instruction to activitities with T&E missions,
program planning, and scheduling information; program
directives case files; and procedural handbooks. These
files are maintained by the Assistant Secretary of the
Navy for Research, Development, and Acquisition, and the
Director of Navy Test & Evaluation and Technology Require-
ments (NP-091).

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

2. GENERAL TEST AND EVALUATION CORRESPONDENCE FILES.
General Correspondence files relating to all forms of
Test and Evaluation of weapons systems, aircraft,
components, and equipment. Records are maintained by
Systems Commands, RDT&E facilities, and evaluation elements
of fleet commands. Correspondence relating to a specific
T&E project should be filed in the Test and Evaluation case
file. Exclude Correspondence file of Commander Operational
Test and Evaluation Force (COMOPTEVFOR) filed under SSIC 3980.

Retire to nearest FRC
when 3 years old.
Destroy when 7 years
old.

SSIC 3961

TEST AND EVALUATION MASTER PLANS (TEMP's)/ TEST AND
EVUALATION PLANS (TEP's)

1. The controlling test and evaluation program management
document. Approved by CNO this document defines and
integrates test objectives, critical issues, system char-
acteristics, responsibilities, resource requirements,
and schedules.

    a. Copies maintained by Lead T & E activity.

File with Project Case

b. <u>Copies maintained by all other activities.</u>   Destroy when 5 years
old.

<u>SSIC 3968</u>

<u>TEST AND EVALUATION RANGES RECORDS</u> Records relating to the   Destroy when 10 years
establishment, and maintenance of ranges, range areas, and   old.
test sites used in the testing and evaluation of systems and
equipment. Include maintence and calibration records for
installed instrumentation and range safety rules.

<u>SSIC 3970</u>

<u>DEVELOPMENT TEST AND EVALUATION (DT&E) RECORDS</u>

DT&E IS THAT T&E CONDUCTED THROUGHOUT VARIOUS PHASES OF THE
ACQUISITION PROCESS TO INSURE THE ACQUISITION AND FIELDING
OF AN EFFECTIVE AND SUPPORTABLE SYSTEM BY ASSISTING IN THE
ENGINEERING DESIGN AND DEVELOPMENT AND VERIFYING ATTAINMENT
OF TECHNICAL PERFORMANCE SPECIFICATIONS, OBJECTIVES, AND
SUPPORTABILITY. DT&E IS PLANNED AND CONDUCTED BY THE
DEVELOPING AGENCY, USUALLY A SYSTEMS COMMAND.

1. DEVELOPMENT TEST AND EVALUATION PROJECT CASE FILES.   PERMANENT. Retire to
records include test plans, interim and final reports,   WNRC when 3 years old.
associated summary data annexes, and project related   Transfer to NARA when 20
correspondence. Files are usually maintained by Program   years old.
Managers.

2. SUMMARIZED TEST DATA. Evaluated test data not included   Retire to nearest FRC
in DT&E Project Case files.   when 3 years old.
Destroy when 15 years

old.

3. RAW DATA. Unevaluated data collected during DT&E   Destroy when 10 years
projects. Data may be in tabular, graphic, or narrative   old.
form, or in electronic form on magnetic tape or CD ROM.

4. TEST, EVALUATION AND INSPECTION REPORTS. Copies accu-   Destroy when 5 years
mulated by laboratories, facilities, or contract offices   old or when no longer
in connection with their research, development, and test-   needed for reference
ing functions. Exclude reports filed in project case files. whichever is sooner.

SSIC 3980

OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS

OT&E IS THAT T&E CONDUCTED TO DETERMINE A SYSTEMS OPERATIONAL
EFFECTIVENESS AND OPERATIONAL SUITABILITY, IDENTIFY SYSTEM
DEFICIENCIES AND THE NEED FOR POTENTIAL MODIFICATIONS TO
MEET ESTABLISHED OT&E THRESHOLDS, AND DEVELOP TACTICS. OT&E
IS CONDUCTED UNDER THE DIRECTION OF COMMANDER OPERATIONAL
TEST AND EVALUATION FORCE (COMOPTEVFOR). INCLUDED IN THIS
SECTIONS ARE RECORDS OF INITIAL OPERATIONAL TEST AND
EVALUATION (IOT&E), FOLLOW-ON OPERATIONAL TEST AND EVALUA-
TION (FOT&E), AND OPERATIONAL EVALUATIONS (OPEVALS)

1. COMOPTEVFOR PRIMARY PROGRAM RECORDS. The correspond-   PERMANENT. Retire to
ence file of Commander Operational Test and Evaluation   WNRC when 5 years old.
Force (COMOPTEVFOR) and other policy and procedural direct- Transfer to NARA when
ives, handbooks, and manuals promulgated to direct and   20 years old.
support the Operational Test and Evaluation Program.

2. OPERATIONAL TEST AND EVALUATION PROJECT CASE FILES.   PERMANENT. Retire to
Records include test plans, interim and final reports,   WNRC when 3 years old.
associated summary data annexes, and project related   Transfer to NARA when 20
correspondence. Where applicable the file should contain   years old.
Development Options Papers, Tentative Operational Require-

ents, Operational Requirements, Mission-Need Statement, Top-level Requirements, Systems Concept Paper, Decision Coordination Paper, Program Element Descriptive Summary, Congressional Data Sheet, Computer Resources Life Cycle Management Plan, Quick Look Report, Vulnerability Assessments, Deficiency Letters, and similar documents. This series may be retired and transferred to NARA in archival microform. Original documents may be destroyed after verification of the microform copy.

3. SUMMARIZED TEST DATA. Evaluated test data not included in OT&E Project Case files.

Retire to nearest FRC when 3 years old. Destroy when 15 years old.

4. RAW DATA. Unevaluated data collected during OT&E projects. Data may be in tabular, graphic, or narrative form, or in electronic form on magnetic tape or CD ROM. Included in this series is data maintained for OPTEVFOR by Naval Warfare Assessment Center Corona (NWACC), NWS Seal Beach under "trusted agent" MOA's.

Retire to nearest FRC when 2 years old. Destroy when 10 years old.

5. OPTEVFOR TACTICS GUIDES (OTG). Publications issued by COMOPTEVFOR which provides baseline tactics for operational employment of new weapons systems.

PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.

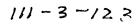   a. <u>Copies held by other activities.</u>

Destroy when no longer required.

<u>SSIC 3990</u>

<u>PRODUCTION ACCEPTANCE TEST AND EVALUATION (PAT&E) RECORDS</u>

PAT&E IS THAT TESTING AND EVALUATION CONDUCTED ON PRODUCT-ION ITEMS TO ENSURE SYSTEMS MEET CONTRACT SPECIFICATIONS

AND REQUIREMENTS. PAT&E IS PART OF THE DT&E PROCESS AND
RECORDS SHOULD BE FILED UNDER SSIC 3970.

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