

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2015-0001
Schedule Status Modified Approved Version

Agency or Establishment Department of the Navy
Record Group / Scheduling Group Navy Undifferentiated
Records Schedule applies to Major Subdivision
Major Subdivision Department of the Navy
Schedule Subject Military Personnel
Internal agency concurrences will be provided No

Background Information Department of the Navy Records Schedule 2015 revision - Chapter 1

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
42	11	31	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2015-0001

Sequence Number	
1	Chapter 1 - Military Personnel
1.1	1000-1 Policy, Strategy, and Planning Disposition Authority Number: DAA-NU-2015-0001-0001
1.2	1000-2 Official Military Personnel File (OMPF) Disposition Authority Number: DAA-NU-2015-0001-0002
1.3	1000-3 Military Personnel Information Systems Master Files Disposition Authority Number: DAA-NU-2015-0001-0003
1.4	1000-4 Personnel Accounting (Permanent) Disposition Authority Number: DAA-NU-2015-0001-0004
1.5	1000-5 Awards Program Disposition Authority Number: DAA-NU-2015-0001-0005
1.6	1000-6 Casualty Records Disposition Authority Number: DAA-NU-2015-0001-0006
1.7	1000-7 Training Programs and Institutions of Higher Education - Master Files Disposition Authority Number: DAA-NU-2015-0001-0007
1.8	1000-8 Student Records - Master Files Disposition Authority Number: DAA-NU-2015-0001-0008
1.9	1000-9: Board for Correction of Naval Records (BCNR) and Marine Corps Performance Evaluation Case Files Disposition Authority Number: DAA-NU-2015-0001-0009
1.10	1000-12.a Visual Information - Military Personnel Recruiting - Posters Disposition Authority Number: DAA-NU-2015-0001-0010
1.11	1000-12.b Visual Information - Military Personnel Recruiting - Non-Poster Publications Disposition Authority Number: DAA-NU-2015-0001-0011
1.12	1000-12.c Visual Information - Military Personnel Recruiting - Working Files Disposition Authority Number: DAA-NU-2015-0001-0012
1.13	1000-13 Boards, Councils, and Committees Disposition Authority Number: DAA-NU-2015-0001-0013
1.14	1000-14 Navy Reserve Personnel Accounting Disposition Authority Number: DAA-NU-2015-0001-0014
1.15	1000-15 Retirement Case Files, Military Personnel Disposition Authority Number: DAA-NU-2015-0001-0015
1.16	1000-16 Research from University Students Disposition Authority Number: DAA-NU-2015-0001-0016

1.17	1000-17 Personnel Boards and Councils - Case Files Disposition Authority Number: DAA-NU-2015-0001-0017
1.18	1000-18 Awards - Case Files Disposition Authority Number: DAA-NU-2015-0001-0018
1.19	1000-19 Confinement Records - Case Files Disposition Authority Number: DAA-NU-2015-0001-0019
1.20	1000-20 Confinement Records - Brig Log Disposition Authority Number: DAA-NU-2015-0001-0020
1.21	1000-21 Family Advocacy Case Files - Substantiated and Unsolved Disposition Authority Number: DAA-NU-2015-0001-0021
1.22	1000-22 Education and Training Course Planning Disposition Authority Number: DAA-NU-2015-0001-0022
1.23	1000-23 Morale and Welfare Program Management Disposition Authority Number: DAA-NU-2015-0001-0023
1.24	1000-24 Confinement Records - Return of Personal Property Disposition Authority Number: DAA-NU-2015-0001-0024
1.25	1000-27 Evidence of Training/Education Disposition Authority Number: DAA-NU-2015-0001-0025
1.26	1000-28 Promotion, Advancement and Career Planning Disposition Authority Number: DAA-NU-2015-0001-0026
1.27	1000-29 Recruiting Program Management Disposition Authority Number: DAA-NU-2015-0001-0027
1.28	1000-30 Veteran's Educational Benefits Disposition Authority Number: DAA-NU-2015-0001-0028
1.29	1000-31 IMA PMIS - Tape Version of Records Disposition Authority Number: DAA-NU-2015-0001-0029
1.30	1000-32 Active Personnel Records: Disposition Authority Number: DAA-NU-2015-0001-0030
1.31	1000-34 General Correspondence (Military Personnel): Disposition Authority Number: DAA-NU-2015-0001-0031
1.32	1000-35 General Operations of Military Personnel Programs: Disposition Authority Number: DAA-NU-2015-0001-0032
1.33	1000-36 Education and Training - General Operations: Disposition Authority Number: DAA-NU-2015-0001-0033
1.34	1000-37 Education and Training - Transitory Records: Disposition Authority Number: DAA-NU-2015-0001-0034
1.35	1000-38 Personnel Assignments and Orders - Local Activity Copies Disposition Authority Number: DAA-NU-2015-0001-0035

1.36	1000-39 Family Support Programs: Disposition Authority Number: DAA-NU-2015-0001-0036
1.37	1000-40 Family Advocacy Case Files - Unsubstantiated: Disposition Authority Number: DAA-NU-2015-0001-0037
1.38	1000-41 Personnel Discipline: Disposition Authority Number: DAA-NU-2015-0001-0038
1.39	1000-42 Confinement Records - General Operation: Disposition Authority Number: DAA-NU-2015-0001-0039
1.40	1000-43 Transient Records (Military Personnel): Disposition Authority Number: DAA-NU-2015-0001-0040
1.41	1000-44 Subordinate Command Instructions and Publications Disposition Authority Number: DAA-NU-2015-0001-0041
1.42	1000-45 Information Contributing to Official Military Personnel File (OMPF) Disposition Authority Number: DAA-NU-2015-0001-0042

Records Schedule Items

Sequence Number					
1	<p>Chapter 1 - Military Personnel The records described in this chapter pertain to the supervision and administration of military personnel and military personnel affairs, including the recruiting, classification, assignment, promotion, training, performance, and discipline of personnel; chaplain's activities; retirement and separation activities; and morale and personal affairs functions.</p>				
1.1	<p>1000-1 Policy, Strategy, and Planning Disposition Authority Number DAA-NU-2015-0001-0001</p> <p>Information relating to the development, implementation, interpretation and overall administration of Navy and Marine Corps-wide policies, procedures, strategy and planning for programs pertaining to military personnel matters. This disposition is limited to information accumulated in offices responsible for the establishment and/or administration of Navy and Marine Corps personnel policies and programs such as the Office of the Secretary, Chief of Naval Operations, Commandant of the Marine Corps, Bureau of Naval Personnel, Navy Recruiting Command, Naval Education and Training Command, Naval War College, Naval Academy, Chief of Chaplains, and the Navy Reserve Force.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>1000-1</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation DAL-NU-2008-0003-0005 N1-NU-86-1 / 1001/1 N1-NU-86-1 / 1020/1/A N1-NU-86-1 / 1040/1 N1-NU-86-1 / 1122/1 N1-NU-86-1 / 1123/1/A N1-NU-86-1 / 1511/1/A</p>	Manual Citation	Manual Title	1000-1	SECNAV M-5210.1
Manual Citation	Manual Title				
1000-1	SECNAV M-5210.1				

DAL-NU-2008-0003-0015
 N1-NU-86-1 / 1520/3/A
 N1-NU-86-1 / 1522/1
 N1-NU-86-1 / 1523/1
 N1-NU-86-1 / 1530/1
 N1-NU-86-1 / 1531/1
 N1-NU-86-1 / 1730/1
 N1-NU-86-1 / 1780/1
 N1-NU-86-1 / 1/A
 N1-NU-86-1 / 1/B
 N1-NU-86-1 / 1/C
 N1-NU-86-1 / 1/D
 N1-NU-86-1 / 1/E
 N1-NU-86-1 / 1/F
 N1-NU-86-1 / 1/G
 N1-NU-86-1 / 1/H
 N1-NU-86-1 / 1/I
 N1-NU-86-1 / 1/J
 N1-NU-86-1 / 1/K
 N1-NU-86-1 / 1512/1/A

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 30 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
 This schedule revision supersedes various Navy schedules.

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 GB	10 GB
Paper	50 Cubic feet	10 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.2

1000-2 Official Military Personnel File (OMPF)

Disposition Authority Number **DAA-NU-2015-0001-0002**

Information that documents the career of each officer and enlisted member of the Navy and Marine Corps from time of entry into the service until final separation from the service. During service these records are used to manage the member's assignments, duties, training, advancement, and type of separation. After completion of service, they are used primarily to protect the legal and financial rights of veterans, their families and survivors, and the U.S. Government.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1000-2	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-86-1 / 1070/3/A
N1-NU-86-1 / 1070/3/B
N1-NU-09-8 / 1770/1/A/1
DAL-NU-2013-0003-0001
N1-NU-09-8 / 1770/2/A/1
N1-NU-09-8 / 1770/2/A/2
N1-NU-09-8 / 1770/2/A/3
N1-NU-09-8 / 1770/1/A/2**

Disposition Instruction

Cutoff Instruction **Cutoff upon separation of service member.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 62 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is undetermined.

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 GB	50 GB
Paper	200 Cubic feet	50 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

1000-3 Military Personnel Information Systems Master Files

Disposition Authority Number **DAA-NU-2015-0001-0003**

Master file for military personnel information systems. Includes the Inactive Manpower and Personnel Management Information System (IMAPMIS); which maintains the official automated personnel records for Navy inactive reservists, fleet reservists, and retired personnel; the Officer Personnel Information System (OPINS), which contains the authoritative database of all active duty Navy officers and officer candidates; the Navy Enlisted System (NES), which contains the authoritative database for all active duty Navy enlisted personnel; and the Marine Corps Total Force System (MCTFS), which contains the personnel and pay data on all active and reserve Marine Corps personnel, and personnel data on retired Marine Corps personnel System also contains mission-essential personnel information for selected civilian employees and contractors affiliated with the Marine Corps Career data created prior to 1988 was migrated from legacy personnel.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Files are electronic in nature.**

Do any of the records covered by this item currently exist in **Yes**

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
1000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation
 DAL-NU-2010-0001-0001
 DAL-NU-2010-0001-0002
 DAL-NU-2010-0001-0003
 N1-127-09-1 / 1070/18/A
 N1-NU-93-8 / 1
 N1-NU-93-8 / 3
 N1-NU-93-8 / 5

Disposition Instruction

Cutoff Instruction **Cutoff at end of Calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is unknown.

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	30 GB	10 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.4

1000-4 Personnel Accounting (Permanent)

Disposition Authority Number **DAA-NU-2015-0001-0004**

Information relating to the activity and transaction of personnel. Includes personnel diaries, personnel transaction summaries, and the Enlisted Distribution and Verification Report (EDVR).

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
1000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation **DAA-0024-2013-0001-0001
DAA-0024-2013-0001-0002
DAL-NU-2011-0009-0001
DAL-NU-2011-0009-0002
N1-NU-90-5 / 1080/3/B/1
N1-NU-90-5 / 1080/3/B/2**

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	30	10

Paper	50 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.5

1000-5 Awards Program

Disposition Authority Number **DAA-NU-2015-0001-0005**

Information relating to recommendation, review, and approval or disapproval of military awards. This includes but is not limited to awards program case files, awards program master record, and related information.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation
DAL-NU-2011-0014-0001
DAL-NU-2011-0014-0002
DAL-NU-2010-0008-0001
DAL-NU-2010-0003-0001
DAL-NU-2010-0003-0002
N1-NU-92-14 / 1650/1/A
N1-NU-92-14 / 1650/1/D/1
N1-NU-92-17 / 1
N1-NU-06-7 / 1
N1-NU-06-7 / 2

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	2 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.6

1000-6 Casualty Records

Disposition Authority Number **DAA-NU-2015-0001-0006**

Information on individual casualties and mass casualty incidents, as well as related casualty documents submitted to or generated by the Department of the Navy. This includes but is not limited to: reports of death; casualty reports, and DD Form 1300 (Report of Casualty).

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation **DAL-NU-2008-0003-0006**
DAL-NU-2008-0003-0009

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1000-7	SECNAV M-5210.1

GRS or Superseded Authority Citation **DAL-NU-2008-0003-0004
N1-NU-86-1 / 1500/1**

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 GB	10 GB
Paper	50 Cubic feet	10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.8

1000-8 Student Records - Master Files

Disposition Authority Number **DAA-NU-2015-0001-0008**

Information relating to applications, registration, grades, class standings, ROTC rosters and graduation reports for Department of the Navy students--Officers under instruction at the Naval War College (other Naval War College student jackets maintained under 1000-33), students at the Naval Academy, or midshipmen enrolled at other institutions.

Final Disposition Permanent

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-1 / 1500/10/A
 N1-127-09-6 / 1500/16/A/1
 N1-NU-86-1 / 1520/3/B
 N1-405-87-1 / 1/B
 DAL-NU-2008-0003-0002
 DAL-NU-2008-0003-0003
 N1-NU-86-1 / 1533/2
 N1-NU-86-1 / 1531/4/A
 N1-NU-86-1 / 1531/4/B

Inactive Status Explanation
 This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2021-0001-0001
 DAA-NU-2015-0001-0008 was superseded by DAA-NU-2021-0001-0001.

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown

This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 GB	20 GB
Paper	10 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.9

1000-9: Board for Correction of Naval Records (BCNR) and Marine Corps Performance Evaluation Case Files

Disposition Authority Number **DAA-NU-2015-0001-0009**

Files consisting of all papers relating to each individual case. Includes applications for correction of naval records, notices of waiver, instruction sheets, copies of board briefs and recommendations, transcripts of proceedings, and certified copies of vouchers used in payment of claims and correspondence with petitioners, naval activities, veterans organizations, members of Congress, and others relating to disposition of the case and to all material removed from petitioner's record after approval.

Final Disposition **Permanent**

Item Status **Inactive**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-NU-86-1 / 1000/4/E/1/A**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2019-0007-0001**

		Change from permanent to temporary.
	Disposition Instruction	
	Cutoff Instruction	Cutoff at case closure.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 40 year(s) after cutoff
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.
	How frequently will your agency transfer these records to the National Archives?	Every 1 Years
1.10	1000-12.a Visual Information - Military Personnel Recruiting - Posters	
	Disposition Authority Number	DAA-NU-2015-0001-0010
	Navy recruiting posters.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually.
	Transfer to Inactive Storage	Transfer visual information to the DIMOC as soon as possible, but no later than one year from date of creation.
	Transfer to the National Archives for Accessioning	DIMOC will cut off visual information annually. DIMOC will transfer to the National Archives in five-year blocks immediately after the end of the last year of the block.
	Additional Information	

	What will be the date span of the initial transfer of records to the National Archives?	Unknown Initial date span not known.
	How frequently will your agency transfer these records to the National Archives?	Unknown DIMOC will transfer to the National Archives in five-year blocks immediately after the end of the last year of the block.
1.11	1000-12.b Visual Information - Military Personnel Recruiting - Non-Poster Publications	
	Disposition Authority Number	DAA-NU-2015-0001-0011
	Publications, including many in color, used for various purposes, excluding posters.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Date span of initial transfer not known.
	How frequently will your agency transfer these records to the National Archives?	Every 1 Years
1.12	1000-12.c Visual Information - Military Personnel Recruiting - Working Files	
	Disposition Authority Number	DAA-NU-2015-0001-0012
	Working files of visual materials assembled to produce publications	

1.13	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes			
	Do any of the records covered by this item exist as structured electronic data?	Yes			
	Disposition Instruction				
	Retention Period	Destroy when no longer needed			
	Additional Information				
	GAO Approval	Not Required			
	1000-13 Boards, Councils, and Committees				
	Disposition Authority Number	DAA-NU-2015-0001-0013			
	Information relating to the proceedings and decisions of the Department-level Personnel Boards, Councils and Committees. This does not include case files for the Board of Correction of Naval Records (BCNR). BCNR case files are found in item 1000-09.				
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
Do any of the records covered by this item exist as structured electronic data?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>1000-13</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table>		Manual Citation	Manual Title	1000-13	SECNAV M-5210.1
Manual Citation	Manual Title				
1000-13	SECNAV M-5210.1				
GRS or Superseded Authority Citation	N1-NU-86-1 / 1000/4/A N1-NU-86-1 / 1402/1 N1-NU-86-1 / 1420/2				
Disposition Instruction					

1.14

Cutoff Instruction Cutoff at end of calendar year
Retention Period Destroy 75 year(s) after cutoff

Additional Information

GAO Approval Not Required

1000-14 Navy Reserve Personnel Accounting

Disposition Authority Number DAA-NU-2015-0001-0014

Information relating to accounting for Navy Reserve personnel/workforce including but not limited to monthly statements of individual assignments, Navy Reserve drill chits/diaries, and Navy Reserve data cards. This does not include Navy Reserve Unit/Ship Rolls and Rosters which are included under item 1000-5, Personnel Accounting (Permanent).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-14	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-86-1 / 1001/5/A/3
N1-NU-86-1 / 10001/5/B
N1-NU-86-1 / 1001/6

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 75 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.15

1000-15 Retirement Case Files, Military Personnel

Disposition Authority Number DAA-NU-2015-0001-0015

Information relating to the retirement of service members including but not limited to requests for separation/retirement, individual correspondence, applications for retirement benefits, computation for notification of retirement eligibility, disability evaluations, and related information.

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
1000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-1 / 1820/1
 N1-NU-98-7 / 1/A
 N1-NU-98-7 / 1/B
 N1-NU-98-7 / 1/B/1
 N1-NU-98-7 / 1/B/3
 N1-NU-98-7 / 1/C
 N1-NU-07-9 / 1
 N1-127-09-2 / 1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
 Retention Period Destroy 75 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.16

1000-16 Research from University Students

Disposition Authority Number DAA-NU-2015-0001-0016

Finalized papers from student research at Department of the Navy colleges and universities.

Final Disposition Temporary
 Item Status Inactive
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-16	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-127-01-1 / 1

Inactive Status Explanation

This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2021-0001-0002
DAA-NU-2015-0001-0016 was superseded by DAA-NU-2021-0001-0002.

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Retention Period

Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

1.17

1000-17 Personnel Boards and Councils - Case Files

Disposition Authority Number

DAA-NU-2015-0001-0017

Case files and supporting information for disciplinary, clemency, parole, and service review Boards and Councils.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Manual Citation	Manual Title
1000-17	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-86-1 / 1000/4/G/1
N1-NU-86-1 / 1000/4/H/1
N1-NU-86-1 / 1421/1/B

Disposition Instruction

Cutoff Instruction

Cutoff at case closure.

Retention Period

Destroy 30 year(s) after cutoff.

1.18

Additional Information

GAO Approval Not Required

1000-18 Awards - Case Files

Disposition Authority Number DAA-NU-2015-0001-0018

Awards program case files maintained by CNO, CMC and fleet commanders-in-chief, type commanders, and unit commanding officers.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-18	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-92-14 / 6
N1-NU-92-14 / 7
N1-NU-86-1 / 1650/1/C

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.19

1000-19 Confinement Records - Case Files

Disposition Authority Number DAA-NU-2015-0001-0019

Confinement case files for courts-martial prisoners and confinement imposed by non-judicial punishment

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-19	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-10-1 / 1

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2021-0001-0003. DAA-NU-2015-0001-0019 was superseded by DAA-NU-2021-0001-0003.

Disposition Instruction

Cutoff Instruction Cutoff at prisoner release.

Retention Period Destroy 25 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1000-20 Confinement Records - Brig Log

Disposition Authority Number DAA-NU-2015-0001-0020

A chronological watch to watch accounting of significant events or actions that take place in the Brig. Include bed checks, roll calls, staff visits and inspections, fires, escapes, riots, suicides, change of watch, emergency drills, and similar incidents.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-20	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-93-7 / 1640/4/A

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 25 year(s) after cutoff.

1.20

1.21

Additional Information

GAO Approval **Not Required**

1000-21 Family Advocacy Case Files - Substantiated and Unsolved

Disposition Authority Number **DAA-NU-2015-0001-0021**

Information relating to substantiated and unsolved cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are Child/Spouse Abuse Incident Reports DD Form 2404 (Child/Spouse Abuse Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police reports, CID report, and other pertinent investigative reports and supportive data, evaluation of cases, record of services and counseling provided, treatment data and related documents. Includes central registry of family advocacy cases.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1000-21	SECNAV M-5210.1

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6320/3/A
N1-330-01-2 / 21/A**

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year in which case review committee determination was made.**

Retention Period **Destroy 30 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

1.22

1000-22 Education and Training Course Planning

Disposition Authority Number **DAA-NU-2015-0001-0022**

Information relating to the planning and development of courses and training publications. This includes but is not limited to syllabi; lesson plans; instructional material; and correspondence relating to the planning of courses, course material, or training publications.

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1000-22	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-1 / 1500/2
 N1-NU-86-1 / 1520/3/G
 N1-NU-86-1 / 1550/1
 N1-NU-86-1 / 1552/3/B
 N1-NU-86-1 / 1554/1/A
 N1-NU-89-3 / 9088/1

Disposition Instruction

Cutoff Instruction Cutoff when superseded or obsolete.
 Retention Period Destroy no sooner than 10 year(s) after cutoff but longer retention is authorized

Additional Information

GAO Approval Not Required

1.23

1000-23 Morale and Welfare Program Management

Disposition Authority Number DAA-NU-2015-0001-0023

Information relating to the execution of plans, policies, programs, and procedures relating to the Department of the Navy, U.S. Navy, and U.S. Marine Corps morale and welfare program maintained by activities, departments, divisions, and other organizational units.

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

1.25

Cutoff Instruction Cutoff at release of prisoner.
Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1000-27 Evidence of Training/Education

Disposition Authority Number DAA-NU-2015-0001-0025

Information relating to attempted and/or completed training/education other than information maintained in service record. This includes but is not limited to transcripts, student performance records, College/Academy class rosters and individual student jackets. Evidence of in-training service can be found in schedule items 1000-2, OMPF and 1000-8, Student Records - Master Files.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1000-27	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-86-1 / 1136/1/A
N1-NU-86-1 / 1136/1/B
N1-NU-86-1 / 1410/3/A
N1-NU-86-1 / 1533/3/B
N1-NU-86-1 / 1534/1

Disposition Instruction

Cutoff Instruction Cutoff at completion of training or disenrollment.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.26

1000-28 Promotion, Advancement and Career Planning

Disposition Authority Number DAA-NU-2015-0001-0026

Information relating to promotion, advancement, and career planning. This includes but is not limited to examination statistics, promotion board case files, and promotion history record.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-28	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-1 / 1000/4/F
 N1-NU-86-1 / 1400/4/A
 N1-NU-86-1 //1400/4/B
 N1-NU-86-1 / 1400/4/E
 N1-NU-92-11 / 1
 N1-NU-86-1 / 1421/1/A
 N1-NU-86-1 / 1421/1/C
 N1-NU-86-1 / 1426/1
 N1-NU-86-1 / 1427/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1000-29 Recruiting Program Management

Disposition Authority Number DAA-NU-2015-0001-0027

Information relating to the operation of the recruiting program. This includes but is not limited to project case files, pre-enlistment/enlistment papers, applications, individual applicant data cards (summaries), and correspondence relating to internal investigations of recruiting irregularities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

1.27

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1000-29	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-1 / 1120/2
 N1-NU-86-1 / 1121/2
 N1-NU-86-1 / 1131/1
 NC1-24-80-1 / 1
 N1-NU-86-1 / 1133/4/A
 N1-NU-86-1 / 1133/4/B
 N1-NU-86-1 / 1137/1/B

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**
 Retention Period **Destroy 5 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

1000-30 Veteran's Educational Benefits

Disposition Authority Number **DAA-NU-2015-0001-0028**

Information relating to veteran's educational benefits including correspondence with veterans, the Department of the Navy, Department of Veteran's Affairs, and veterans organizations and associations.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1000-30	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-86-1 / 1780/6**

Disposition Instruction

1.28

1.29

Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 4 year(s) after cutoff

Additional Information
GAO Approval Not Required

1000-31 IMAPMIS - Tape Version of Records
Disposition Authority Number DAA-NU-2015-0001-0029

Tape version of records for Inactive Manpower and Personnel Management Information System (IMAPMIS).

Final Disposition Temporary
Item Status Active
Is this item media neutral? No

Explanation of limitation This schedule item is based on a legacy schedule for IMAPMIS (Inactive Manpower and Personnel Management Information System) which includes schedules for tape version of the records which does not conform to GRS.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
1000-31	SECNAV M-5210.1

1.30

GRS or Superseded Authority Citation N1-NU-93-8 / 17/D/3
N1-NU-93-8 / 17/E/3

Disposition Instruction
Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 6 year(s) after cutoff.

Additional Information
GAO Approval Not Required

1000-32 Active Personnel Records:
Disposition Authority Number DAA-NU-2015-0001-0030

Information used for reference while military personnel are active which is not included in Official Military Personnel File (OMPF) upon separation. This includes but is not limited to evaluation reports, career counselor records, routine out-processing documentation, and related information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-32	SECNAV M-5210.1

GRS or Superseded Authority Citation DAA-0428-2012-0004-0006
 N1-127-09-7 / 1
 N1-NU-86-1 / 1230/3/A
 N1-NU-86-1 / 1220/3/B
 N1-NU-86-1 / 1230/3/B
 N1-NU-86-1 / 1300/2
 N1-127-08-6 / 1
 N1-NU-86-1 / 1320/3
 N1-NU-86-1 / 1426/2/A
 N1-NU-86-1 / 1616/3/A
 N1-NU-86-1 / 1900/4

Disposition Instruction

Cutoff Instruction Cutoff upon separation of individual.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1000-34 General Correspondence (Military Personnel):

Disposition Authority Number DAA-NU-2015-0001-0031

Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps military personnel programs.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

1.31

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1000-34	SECNAV M-5210.1

GRS or Superseded Authority Citation

- DAA-0428-2012-0004-0002
- DAA-0428-2012-0004-0003
- N1-NU-86-1 / 1000/2/A
- N1-NU-86-1 / 1000/2/B
- N1-NU-86-1 / 1000/2/C
- N1-NU-86-1 / 1000/2/D
- N1-NU-86-1 / 1000/2/E
- N1-NU-86-1 / 1000/2/F
- N1-NU-86-1 / 1000/3/A
- N1-NU-86-1 / 1000/3/B
- N1-NU-86-1 / 1000/4/B
- N1-NU-86-1 / 1000/4/C
- N1-NU-86-1 / 1000/5
- N1-NU-86-1 / 1001/2
- N1-NU-86-1 / 1001/4
- N1-NU-86-1 / 1001/3
- N1-NU-86-1 / 1010/1
- N1-NU-86-1 / 1020/1/B
- N1-NU-86-1 / 1040/2
- N1-NU-86-1 / 1080/1
- N1-NU-86-1 / 1100/1
- N1-NU-86-1 / 1110/1
- N1-NU-92-10 / 1110/3
- N1-NU-86-1 / 1111/1
- N1-NU-86-1 / 1120/1
- N1-NU-86-1 / 1121/1
- N1-NU-86-1 / 1122/2
- N1-NU-86-1 / 1130/1
- N1-NU-86-1 / 1131/3
- N1-NU-86-1 / 1132/1
- N1-NU-86-1 / 1133/1
- N1-NU-86-1 / 1134/1
- N1-NU-92-10 / 1137/1/A
- N1-NU-86-1 / 1140/1
- N1-NU-86-1 / 1141/1/B
- N1-NU-86-1 / 1144/1
- N1-NU-86-1 / 1150/1
- N1-NU-86-1 / 1152/1

N1-NU-86-1 / 1153/1
N1-NU-86-1 / 1154/1
N1-NU-86-1 / 1155/1
N1-NU-86-1 / 1156/1
N1-NU-86-1 / 1210/1
N1-NU-86-1 / 1221/1
N1-NU-86-1 / 1223/1
N1-NU-86-1 / 1231/1
N1-NU-86-1 / 1236/1
N1-NU-86-1 / 1300/1
N1-NU-86-1 / 1306/1
N1-NU-86-1 / 1330/1
N1-NU-86-1 / 1331/1
N1-NU-86-1 / 1336/1
N1-NU-86-1 / 1400/1
N1-NU-86-1 / 1401/1
N1-NU-86-1 / 1412/1
N1-NU-86-1 / 1414/1
N1-NU-86-1 / 1416/1
N1-NU-86-1 / 1420/1
N1-NU-86-1 / 1430/1
N1-NU-86-1 / 1440/1
N1-NU-86-1 / 1510/1
N1-NU-86-1 / 1510/2/B
N1-NU-86-1 / 1510/4
N1-NU-86-1 / 1511/2
N1-NU-86-1 / 1512/2/A
N1-NU-86-1 / 1513/2
N1-NU-86-1 / 1514/1
N1-NU-86-1 / 1520/1
N1-NU-86-1 / 1521/1
N1-NU-86-1 / 1522/2/A
N1-NU-86-1 / 1523/2/A
N1-NU-86-1 / 1530/2/A
N1-NU-86-1 / 1530/2/B
N1-NU-86-1 / 1532/1
N1-NU-86-1 / 1533/1
N1-NU-86-1 / 1540/1
N1-NU-86-1 / 1541/1/A
N1-NU-86-1 / 1552/3/A
N1-NU-86-1 / 1553/1
N1-NU-86-1 / 1560/1
N1-NU-86-1 / 1580/1
N1-NU-86-1 / 1600/1
N1-NU-86-1 / 1601/1
N1-NU-86-1 / 1610/1

N1-NU-86-1 / 1611/1
N1-NU-86-1 / 1616/1
N1-NU-86-1 / 1620/1
N1-NU-86-1 / 1621/1
N1-NU-86-1 / 1626/1
N1-NU-86-1 / 1630/1
N1-NU-93-7 / 1640/1
N1-NU-92-14 / 4
N1-NU-86-1 / 1700/1
N1-NU-86-1 / 1700/2/A
N1-NU-86-1 / 1700/3
N1-NU-86-1 / 1710/1
N1-NU-86-1 / 1710/3
N1-NU-86-1 / 1710/4
N1-NU-86-1 / 1700/4
N1-NU-86-1 / 1730/2
N1-NU-86-1 / 1730/3
N1-NU-86-1 / 1742/1
N1-NU-86-1 / 1746/1
N1-NU-86-1 / 1746/3
N1-NU-86-1 / 1752/2
N1-NU-86-1 / 1900/1
N1-NU-86-1 / 1760/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.32

1000-35 General Operations of Military Personnel Programs:

Disposition Authority Number DAA-NU-2015-0001-0032

Information relating to general personnel transactions and the day-to-day administration and operation of personnel programs. This includes but is not limited to inspections and surveys, attendance, leave and liberty, subsistence and quarters reports, clothing issue, receipts for services, physical fitness and swimming, promotion and advancement requests, exams, appeals, recommendations for awards and supporting documentation, separation, and recruiting.

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1000-35	SECNAV M-5210.1

GRS or Superseded Authority Citation

- N1-NU-86-1 / 1000/4/D
- NC1-NU-85-1 / 1000/4/I/1
- N1-NU-86-1 / 1010/3
- N1-NU-86-1 / 1050/2
- N1-NU-98-6 / 1050/4/A
- N1-NU-98-6 / 1050/4/B
- N1-NU-98-6 / 1050/4/C
- N1-NU-86-1 / 1070/6/B
- N1-NU-86-1 / 1070/10/A
- N1-NU-86-1 / 1070/10/B
- N1-NU-86-1 / 1070/12/A
- N1-NU-86-1 / 1070/14
- N1-NU-86-1 / 1070/15/A
- N1-NU-86-1 / 1080/2/B
- N1-NU-86-1 / 1080/4/A
- N1-NU-86-1 / 1080/7
- N1-NU-86-1 / 1154/3
- N1-NU-86-1 / 1331/2
- N1-NU-86-1 / 1400/4/C
- N1-NU-86-1 / 1400/4/D
- N1-NU-86-1 / 1410/2
- N1-NU-86-1 / 1410/3/B
- N1-NU-86-1 / 1414/2
- N1-NU-86-1 / 1440/2
- N1-NU-86-1 / 1440/3
- N1-NU-86-1 / 1440/4
- N1-NU-86-1 / 1650/1/F
- N1-NU-92-14 / 5
- N1-NU-86-1 / 1700/5
- N1-NU-86-1 / 1730/4/A
- N1-NU-86-1 / 1730/4/B
- N1-NU-86-1 / 1730/4/C
- N1-NU-86-1 / 1730/4/D
- N1-NU-86-1 / 1742/2
- N1-NU-86-1 / 1900/3

N1-127-08-1 / 1900/7/A
 N1-NU-86-1 / 1110/2
 N1-NU-86-1 / 1133/2
 N1-NU-86-1 / 1142/1
 N1-NU-86-1 / 1143/1
 N1-NU-86-1 / 1152/2
 N1-NU-86-1 / 1152/3
 N1-NU-86-1 / 1156/2

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
 Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.33

1000-36 Education and Training - General Operations:

Disposition Authority Number DAA-NU-2015-0001-0033

Information relating to the routine operations of education and training programs. This includes but is not limited to requests for training, applications for enrollment, entrance examinations, placement and aptitude tests, enrollment logs, training duty orders, course preparation, attendance records, course evaluations, instructor reports, attrition reports, student quota records, and other similar education and training program reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-36	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-1 / 1500/2
 N1-NU-86-1 / 1500/3
 N1-NU-86-1 / 1500/14/A
 N1-NU-86-1 / 1500/1/A/2
 N1-NU-86-1 / 1543/1
 N1-NU-86-1 / 1551/2/A
 N1-NU-86-1 / 1552/2
 N1-NU-86-1 / 1560/1

1.34

N1-NU-89-5 / 3505/1
N1-NU-89-5 / 3505/2

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1000-37 Education and Training - Transitory Records:

Disposition Authority Number DAA-NU-2015-0001-0034

Information relating to the routine operation of education and training programs with minimal or no documentary or evidential value.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-37	SECNAV M-5210.1

GRS or Superseded Authority Citation

N1-NU-86-1 / 1500/5
 N1-NU-86-1 / 1500/11A
 N1-NU-86-1 / 1500/14/B
 N1-NU-86-1 / 1510/3/B
 N1-NU-92-9 / 1320/4/B
 N1-NU-86-1 / 1500/4
 N1-NU-86-1 / 1500/6
 N1-NU-86-1 / 1500/8
 N1-NU-86-1 / 1500/12
 N1-NU-86-1 / 1500/13
 N1-NU-86-1 / 1500/15/A/1
 N1-NU-86-1 / 1500/15/B
 N1-NU-86-1 / 1510/2/A
 N1-NU-86-1 / 1510/3/A
 N1-NU-86-1 / 1513/1
 N1-NU-86-1 / 1520/3/C
 N1-NU-86-1 / 1520/3/E
 N1-NU-86-1 / 1530/3

1.35		N1-NU-86-1 / 1531/2 N1-NU-86-1 / 1533/4 N1-NU-86-1 / 1570/2 N1-NU-86-1 / 1571/1 N1-NU-89-5 / 3740 N1-NU-89-5 / 3760/11			
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2021-0001-0004 DAA-NU-2015-0001-0034 was superseded by DAA-NU-2021-0001-0004.			
	Disposition Instruction				
	Cutoff Instruction	Cutoff at end of calendar year.			
	Retention Period	Destroy 1 year(s) after cutoff.			
	Additional Information				
	GAO Approval	Not Required			
		1000-38 Personnel Assignments and Orders - Local Activity Copies			
	Disposition Authority Number	DAA-NU-2015-0001-0035			
		Copies of information relating to personnel assignments and orders retained at the local activity or office. This includes but is not limited to orders, strength reports, intra-activity assignment records, and distribution control reports.			
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No			
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>1000-38</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table>		Manual Citation	Manual Title	1000-38
Manual Citation	Manual Title				
1000-38	SECNAV M-5210.1				
GRS or Superseded Authority Citation	DAA-0024-2013-0001-0003 N1-NU-86-1 / 1001/7 N1-NU-92-3 / 1040/3 N1-NU-86-1 / 1210/2 N1-NU-86-1 / 1221/2 N1-NU-86-1 / 1300/3 N1-NU-86-1 / 1300/4				

1.36

N1-NU-86-1 / 1301/1/A
N1-NU-86-1 / 1306/2
N1-NU-86-1 / 1320/1
N1-NU-86-1 / 1320/2

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year
Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

1000-39 Family Support Programs:

Disposition Authority Number DAA-NU-2015-0001-0036

Information pertaining to the administration of various appropriated/non-appropriated DON Family Support Programs. Includes, but not limited to, volunteer files, voluntary clinical counseling records, personnel accountability and locator records, assessment records, Child and Youth Program records and Transitioning Service Member Program records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-39	SECNAV M-5210.1

GRS or Superseded Authority Citation
DAA-0428-2012-0004-0004
DAA-0428-2012-0004-0005
DAA-0428-2012-0004-0007
DAA-0428-2012-0004-0008
DAA-0428-2012-0004-0009
DAA-0428-2012-0004-0010
DAA-0428-2012-0004-0011

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year or when individual leaves the program.
Retention Period Destroy 36 year(s) after cutoff.

1.37

Additional Information

GAO Approval Not Required

1000-40 Family Advocacy Case Files - Unsubstantiated:

Disposition Authority Number DAA-NU-2015-0001-0037

Case files relating to unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are Child/Spouse Abuse Incident Reports DD Form 2404 (Child/Spouse Abuse Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police reports, CID report, and other pertinent investigative reports and supportive data, evaluation of cases, record of services and counseling provided, treatment data and related documents.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-40	SECNAV M-5210.1

Disposition Instruction

Cutoff Instruction Cut off after the end of the calendar year in which the case review committee determination was made.

Retention Period Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.38

1000-41 Personnel Discipline:

Disposition Authority Number DAA-NU-2015-0001-0038

Information relating to discipline of military personnel. This includes but is not limited to reports of desertion, punishment book, infractions reports, brig and confinement records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1000-41	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-1 / 1050/3
 N1-NU-86-1 / 1620/6/A/1
 N1-NU-86-1 / 1620/6/A/2
 N1-NU-86-1 / 1620/6/B
 N1-NU-86-1 / 1620/2
 N1-NU-86-1 / 1620/5
 N1-NU-86-1 / 1620/8
 N1-NU-86-1 / 1626/2

Disposition Instruction

Cutoff Instruction **Cutoff at completion of punishment.**

Retention Period **Destroy 2 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

1000-42 Confinement Records - General Operation:

Disposition Authority Number **DAA-NU-2015-0001-0039**

Information relating to the general operation of brigs and prisons. Includes, but not limited to, brig logs: disciplinary log, visitor's log, privileged correspondence log, medical log; and monthly report of prisoners received and released.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1000-42	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-93-7 / 1640/4/B
 N1-NU-93-7 / 1640/4/C
 N1-NU-93-7 / 1640/4/D

1.39

1.40

N1-NU-93-7 / 1640/4/E
N1-NU-93-7 / 1640/5

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1000-43 Transient Records (Military Personnel):

Disposition Authority Number DAA-NU-2015-0001-0040

Information related to military personnel that has minimal or no documentary or evidential value. This includes but is not limited to internal reports and controls (checklists, tabulations), temporary command files, local personnel rosters, receipts for service, room and meal assignments, local daily personnel diaries/ reports, requests or recommendations for promotion or reassignment, and reports of minor offenses.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-43	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-86-1 / 1000/4/E/2
 N1-NU-86-1 / 1000/4/G/2
 N1-NU-86-1 / 1000/4/H/2
 N1-NU-86-1 / 1000/6
 N1-NU-86-1 / 1010/2
 N1-NU-86-1 / 1070/5/A
 N1-NU-86-1 / 1070/6/A
 N1-NU-86-1 / 1070/7
 N1-NU-86-1 / 1070/8
 N1-NU-86-1 / 1070/11
 N1-NU-86-1 / 1070/13
 N1-NU-86-1 / 1080/8
 N1-NU-86-1 / 1080/9
 N1-NU-86-1 / 1131/4

N1-NU-86-1 / 1230/1
 N1-NU-92-9 / 1320/4/A
 N1-NU-86-1 / 1400/2
 N1-NU-86-1 / 1400/3
 N1-NU-86-1 / 1410/1
 N1-NU-86-1 / 1418/3
 N1-NU-86-1 / 1430/2
 N1-NU-86-1 / 1430/3
 N1-NU-86-1 / 1552/3/C
 N1-NU-86-1 / 1552/3/E
 N1-NU-86-1 / 1620/3/B
 N1-NU-86-1 / 1620/7

Disposition Instruction

Retention Period Destroy immediately after 6 months.

Additional Information

GAO Approval Not Required

1.41

1000-44 Subordinate Command Instructions and Publications

Disposition Authority Number DAA-NU-2015-0001-0041

Implementing directives and instructions issued or maintained by subordinate commands.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1000-44	SECNAV M-5210.1

GRS or Superseded Authority Citation DAA-0428-2012-0004-0001

Disposition Instruction

Retention Period Destroy when canceled or superseded.

Additional Information

GAO Approval Not Required

1.42

1000-45 Information Contributing to Official Military Personnel File (OMPF)

Disposition Authority Number **DAA-NU-2015-0001-0042**

Information which only contributes to entries in the individual OMPF. This includes but is not limited to clothing issue records, individual classification, evaluation worksheets and reports, evidence of training, examination scores, and temporary assignments.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1000-45	SECNAV M-5210.1

GRS or Superseded Authority Citation

- N1-NU-86-1 / 1070/15/B
- N1-NU-86-1 / 1220/1
- N1-NU-86-1 / 1220/2
- N1-NU-86-1 / 1220/3/A
- N1-NU-86-1 / 1230/2
- N1-NU-86-1 / 1410/4
- N1-NU-86-1 / 1418/1
- N1-NU-86-1 / 1418/2
- N1-NU-86-1 / 1418/4
- N1-NU-86-1 / 1421/2/D
- N1-NU-86-1 / 1500/7
- N1-NU-86-1 / 1571/3
- N1-NU-86-1 / 1616/2
- N1-NU-86-1 / 1616/3/B
- N1-NU-86-1 / 1810/1
- N1-NU-86-1 / 1900/2/B
- N1-NU-86-1 / 1900/5

Disposition Instruction

Retention Period **Destroy when information entered into service record.**

Additional Information

GAO Approval **Not Required**

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/30/2015	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/01/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/27/2016	Submit For Certification	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
04/27/2016	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
06/16/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/29/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/16/2016	Submit For Certification	Brent Dockter	Records Management Analyst	Chief of Naval Operations staff - DNS-5
11/21/2016	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
06/06/2017	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

08/11/2017	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/14/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/14/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/15/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000	Military Personnel:	The records described in this chapter pertain to the supervision and administration of military personnel and military personnel affairs, including the recruiting, classification, assignment, promotion, training, performance, and discipline of personnel; chaplain's activities; retirement and separation activities; and morale and personal affairs functions.	N/A	N/A	x	N/A	N/A
1000-1	Policy, Strategy, and Planning	Information relating to the development, implementation, interpretation and overall administration of Navy and Marine Corps-wide policies, procedures, strategy and planning for programs pertaining to military personnel matters. This disposition is limited to information accumulated in offices responsible for the establishment and/or administration of Navy and Marine Corps personnel policies and programs such as the Office of the Secretary, Chief of Naval Operations, Commandant of the Marine Corps, Bureau of Naval Personnel, Navy Recruiting Command, Naval Education and Training Command, Naval War College, Naval Academy, Chief of Chaplains, and the Navy Reserve Force.		PERMANENT: Cutoff at CY. Transfer to the National Archives 30 years after cutoff.	x		
1000.1a	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS: a. Navy and Marine Corps-wide policies and procedures governing the operations of Navy Personnel Boards and Councils, including the Board for the Correction of Naval Records and Officer Promotion		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	pd	N1-NU-86-1 / 1/A DAL-NU-2008-0003 000SD	
1000.1b	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	2. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS: b. Navy and Marine Corps-wide policies and procedures governing the classification, assignment,		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	p	N1-NU-86-1 / 1/B DAL-NU-2008-0003 000S	
1000.1c	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	3. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS: c. Navy-wide policies and procedures established by Chief of Naval Reserve governing the		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	p	N1-NU-86-1 / 1/C DAL-NU-2008-0003 000S	
1000.1d	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS: d. Navy and Marine Corps-wide policies governing the wearing of Naval and Marine Corps accessories.		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	pd	N1-NU-86-1 / 1/D DAL-NU-2008-0003 000SD	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000.1e	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	<p>1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS:</p> <p>e. Navy and Marine Corps-wide policies and procedures governing career planning programs and</p>		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	P	N1-NU-86-1 / 1/E DAL-NU-2008-0003 0005	
1000.1f	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	<p>1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS:</p> <p>f. Recruiting efforts, including the establishment of quantitative and qualitative recruiting goals, statistical data in consolidated or summary form concerning recruiting and the development of</p>		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	P	N1-NU-86-1 / 1/F DAL-NU-2008-0003 0005	
1000.1g	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	<p>1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS:</p> <p>g. Training and education programs, including recruit training, officer candidate training, nuclear power</p>		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	P	N1-NU-86-1 / 1/G DAL-NU-2008-0003 0005	
1000.1h	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	<p>1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS:</p> <p>h. Navy and Marine Corps-wide policies and procedures relating to performance and conduct,</p>		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	P	N1-NU-86-1 / 1/H DAL-NU-2008-0003 0005	
1000.1i	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	<p>1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS:</p> <p>i. Navy and Marine Corps-wide policies and procedures governing the granting of awards and</p>		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	P	N1-NU-86-1 / 1/I DAL-NU-2008-0003 0005	
1000.1j	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	<p>1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS:</p> <p>j. Navy and Marine Corps-wide policies governing the establishment and operation of morale and personal affairs activities and programs, including chaplains and religious affairs matters, and</p>		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	P	N1-NU-86-1 / 1/J DAL-NU-2008-0003 0005	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	NOTES
1000.1k	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SDP'S) RECORDS	1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS. THESE RECORDS ARE ACCUMULATED ONLY IN OFFICES RESPONSIBLE FOR THE ESTABLISHMENT AND/OR ADMINISTRATION OF NAVY AND MARINE CORPS-WIDE PERSONNEL POLICIES AND PROGRAMS, SUCH AS: THE OFFICE OF THE SECRETARY, THE CHIEF OF NAVAL OPERATIONS, THE COMMANDANT OF THE MARINE CORPS, THE BUREAU OF NAVAL PERSONNEL, THE NAVY RECRUITING COMMAND, THE CHIEF OF NAVAL PERSONNEL, THE CHIEF OF NAVAL EDUCATION AND TRAINING AND THE NAVAL RESERVE FORCE (FORMERLY CHIEF OF NAVAL RESERVE). RECORDS RELATE TO SUCH MATTERS AS: k. Other Navy and Marine Corps-wide policies, programs and procedures in the military personnel area.		Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	p	N1-NU-86-1/1/K DAL-NU-2008-0003 0005	
1001.1	RESERVE POLICIES AND PROGRAMS RECORDS	1. PRIMARY PROGRAM RECORDS OF NAVY RESERVE HEADQUARTERS. That portion of the COMNAVRESFOR files that relates to the overall administration and significant accomplishments of military reserve personnel programs including planning, disciplinary, and education training programs.		PERMANENT. Transfer to: NARA Southwest Region, P.O. Box 6216, Fort Worth, TX 76115-0216, when 4 years old. Transfer to NARA when 20 years old.	p	N1-NU-86-1/ 1001/1	
1020.1a	UNIFORMS RECORDS	1. UNIFORM CORRESPONDENCE FILES. a. Primary Program Correspondence. Establishing Policy.		Apply SSIC 1000.1a	p	N1-NU-86-1/ 1020/1/A	
1040.1	RETENTION/CAREER PLANNING RECORDS	1. PRIMARY PROGRAM RECORDS. Files used to document plans, policies, programs, and procedures relating to retention/career planning.		Apply par 1000.1	p	N1-NU-86-1/ 1040/1	
1122.1	RECRUITING RESEARCH RECORDS	1. FILES, STUDIES, REPORTS, STATISTICAL DATA. Files related to reports and studies conducted by military and civilian research organizations to gain knowledge of the labor market, trends on target populations which would be beneficial in developing effective marketing strategy, and models to meet Navy's manpower requirements. Files include responses to information requests from higher authority and other agencies or units.		Apply par. 1000.1.	p	N1-NU-86-1/ 1122/1	
1123.1a	RECRUITING PROGRAM ANALYSIS RECORDS	1. FILES CONTAINING HISTORICAL INFORMATION. Files related to establishment, maintenance, and dissemination of historical and current recruiting data used in the management of the Navy's manpower procurement programs. Files include responses to information requests from higher authority and other agencies and units. a. Files Containing Historical Information. Files that provide historical data on a year to year basis, stored on computer tape, or in master records.		Apply par. 1000.1.	p	N1-NU-86-1/ 1123/1/A	
1511.1a	NUCLEAR POWER TRAINING (SUB) RECORDS - ENLISTED	1. PRIMARY PROGRAM RECORDS. a. Primary Program Records. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.		PERMANENT. See SSIC 1000.1 (Master copies of machine-readable records must conform to standards set by NARA.)	p	N1-NU-86-1/ 1511/1/A	
1512.1a	NUCLEAR POWER TRAINING (SURFACE) RECORDS - ENLISTED	1. PRIMARY PROGRAM RECORDS. a. Primary Program Records. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.		Permanent. See par. 1000.1. (Master copies of machine-readable records must conform to standards set by NARA.)	p	N1-NU-86-1/ 1512/1/A DAL-NU-2008-0003 0015	
1520.3a	OFFICER TRAINING RECORDS	3. NAVAL WAR COLLEGE (NAVWARCOL) RECORDS. a. Primary Program Records. Files that reflect the overall management and organization of the NAVWARCOL, and the planning, procedural development, progress, and significant accomplishments of its academic and naval personnel training programs.		Permanent. Cut off and transfer to FRC when files become inactive. Offer to NARA when 20 years old.	p	N1-NU-86-1/ 1520/3/A	
1522.1	NUCLEAR POWER TRAINING (SUB) RECORDS OFFICER	1. PRIMARY PROGRAM RECORDS. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.		Permanent. See SSIC 1000.1 (Master copies of machine readable records must conform to standards set by NARA.)	p	N1-NU-86-1/ 1522/1	
1523.1	NUCLEAR POWER TRAINING (SURFACE) RECORDS OFFICER	1. PRIMARY PROGRAM RECORDS. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.		Permanent. See par. 1000.1. (Master copies of machine-readable records must conform to standards set by NARA.)	p	N1-NU-86-1/ 1523/1	
1530.1	OFFICER CANDIDATE TRAINING RECORDS	1. PRIMARY PROGRAM RECORDS. Files reflecting the overall management and organization of the programs and the planning, procedural development, progress, and significant accomplishments of the academic and training programs and graduation reports and class standing roster.		Permanent. Apply pars. 1000.1 and 1500.1.	p	N1-NU-86-1/ 1530/1	
1531.1	NAVAL ACADEMY RECORDS	1. PRIMARY PROGRAM RECORDS. Records relating to the overall organization, development, management, and administration of the Naval Academy, including the education and training of midshipmen. Also included are school publications and midshipmen activities.		Permanent. Transfer to U.S. Naval Academy Archives when no longer needed for current Academy business.	p	N1-NU-86-1/ 1531/1	
1730.1	GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS	1. IMMEDIATE OFFICE RECORDS OF THE CHIEF OF CHAPLAINS. Files representing primary program documentation for the chaplain and religious affairs program, including selected active duty chaplain annual reports.		Permanent. Transfer to WNRC when files become inactive. Transfer to NARA when 25 years old.	p	N1-NU-86-1/ 1730/1	
1780.1	EDUCATIONAL BENEFITS RECORDS	1. PRIMARY PROGRAM RECORDS. General correspondence files of the Office of the Chief of Naval Operations consisting of correspondence, studies, reports, and other records that reflect the overall development and accomplishment of plans, policies, programs, and procedures relating to its primary program responsibilities of educational benefits.		Permanent. Transfer to WNRC when 4 years old or when files are no longer needed, whichever occurs earlier. Transfer to NARA when 20 years old.	p	N1-NU-86-1/ 1780/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000-2	Official Military Personnel File (OMPF):	Information that documents the career of each officer and enlisted member of the Navy and Marine Corps from time of entry into the service until final separation from the service. During service these records are used to manage the member's assignments, duties, training, advancement, and type of separation. After completion of service, they are used primarily to protect the legal and financial rights of veterans, their families and survivors, and the U.S. Government.	separation of service member	PERMANENT: Cutoff upon separation of service member. Transfer to the National Archives 62 years after cutoff.	x		
1070.1a	PERSONNEL RECORDS	1. Navy Official Military Personnel File (OMPF) by BUPERS. The OMPF records documents the career of each officer and enlisted member of the military under the provisions of Public Law 95-202 (32 CFR 47) from time of entry into service until final separation. These records are used by the Military Service to manage the member's assignment, training, advancement and separation. After the OMPF record becomes inactive at the completion of the service member's obligated service, they are used for a variety of purposes but primarily to protect legal and financial rights of veterans, their families and survivors, and the U.S. Government. Records are paper, microfiche, and/or electronic. Note: Protection of Privacy. All OMPF records, whether in service system or retired to NPRC or other storage facility are subject to the provisions of the Privacy Act and Freedom of Information Act. After ownership of all records is transferred to the National Archives of the United States, they are subject to the Freedom of Information Act and the National Archives General Restrictions (36 CFR 1256.16) a. Records consist of officer (master microfiche, numbers 1 through 6), enlisted (master microfiche, numbers 1E through 4E), and officer's service jacket (Navy Officer's Miscellaneous Correspondence and Orders Jacket (NAVPERS 700), Officer's Selection Board Jacket (NAVPERS 701), and Officer's Fitness Reports Jacket (NAVPERS 996).	separation of service member	Transfer to: Commander, Navy Personnel Command, PERS-4912, 5722 Integrity Dr., Millington, TN 38054, 6 months after discharge, retirement, or death of service member. PERS 4912 will forward to: NPRC, Military Personnel Records (MPR), 9700 Page Boulevard, St. Louis, MO 63132-5000, Transfer to NARA 62 years after separation of service member. (N1-330-04-1)	p	N1-330-04-1 / 1	
1070.1b	PERSONNEL RECORDS	1. Navy Official Military Personnel File (OMPF) by BUPERS. The OMPF records documents the career of each officer and enlisted member of the military under the provisions of Public Law 95-202 (32 CFR 47) from time of entry into service until final separation. These records are used by the Military Service to manage the member's assignment, training, advancement and separation. After the OMPF record becomes inactive at the completion of the service member's obligated service, they are used for a variety of purposes but primarily to protect legal and financial rights of veterans, their families and survivors, and the U.S. Government. Records are paper, microfiche, and/or electronic. Note: Protection of Privacy. All OMPF records, whether in service system or retired to NPRC or other storage facility are subject to the provisions of the Privacy Act and Freedom of Information Act. After ownership of all records is transferred to the National Archives of the United States, they are subject to the Freedom of Information Act and the National Archives General Restrictions (36 CFR 1256.16) b. Computerized individual personnel records of all military personnel in the active Navy, including the Officer Master File, the Enlisted Master File, and the Officer Loss File. OMPF fall under one of the following 7 subparagraphs and will be transferred to the National Archives for retention:		PERMANENT: OMPF will be transferred to the National Archives for permanent retention: 1. 62 years after the date of retirement to the storage facility of the newest record within the block. Applicable to pre-registry blocks. (N3-330-04-1) 2. 62 years after the date of OMPF record retired to storage facility. Such ownership transfers to the National Archives will be accomplished in annual increments and are applicable to Registry blocks maintained at NPRC. (N3-330-04-1) 3. 62 years after the completion of service member's obligated service. Such ownership transfer will be accomplished in annual increments and are applicable to OMPF records in electronic format. (N3-330-04-1) 4. Burned (B-file) or Reconstructed (R-file) registry OMPF records which have been retired for at least 62 years and which are accessed or reconstructed will be eligible for transfer of ownership to the National Archives. The National Archives will periodically submit SF 258's to the appropriate Military Service to affect the ownership transfer. (N3-330-04-1) 5. Early Transfer. a. The National Archives and Military	p	N1-330-04-1/1	
1070.3a	PERSONNEL RECORDS	3. Marine Corps (MARCORPS) Official Military Personnel File (OMPF). These records for officers and enlisted personnel are maintained at Headquarters, Marine Corps (HQMC). Combine with the Officer Qualification Record/Service Record Book, as appropriate. Each file contains pertinent history of the Marine from time of entry into service until final separation. a. 1994-1998 Distro microfiche copy and the original master records.		Transfer to NPRC, 9700 Page Blvd St. Louis, MO 63132. PERMANENT: Apply SSIC 1070.1b.	p	N1-NU-86-1 / 10703/AT	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1070.3b	PERSONNEL RECORDS	3. Marine Corps (MARCORPS) Official Military Personnel File (OMPF). These records for officers and enlisted personnel are maintained at Headquarters, Marine Corps (HQMC). Combine with the Officer Qualification Record/Service Record Book, as appropriate. Each file contains pertinent history of the Marine from time of entry into service until final separation. b. After 1999. Records are maintained within Optical Digital Imaged Records Management System (ODI/RMS). Combine with the Officer Qualification Record/Service Record Book, as appropriate.		PERMANENT: Apply SSIC 1070.1b. Note: The Military Service may destroy original electronic, paper, and or microform OMPF documents/records after verification that information has been converted to an electronic format. Such verification may occur as a part of the conversion processing to electronic format, e.g. during quality assurance verification.	P	N1-NU-86-1 / 1070/3/B	
1770.1a(1)	CASUALTIES AND SURVIVORS' BENEFITS RECORDS	1. Records on Individual Casualties and Mass Casualty Incidents, as well as Related Casualty Documents Submitted to or Generated by the Department of the Navy. Casualty Records include Reports of Death; Summary of Assistance provided; pay vouchers; Casualty Reports, DD Form 1300; Serviceman's Group Life Insurance/ Government Insurance payment documentation and general correspondence concerning the adjudication of benefits (e.g., Death Gratuity, Arrears in Pay, Dependent Identification Card Entitlements, Survivor Benefit Plan (SBP) elections, Veterans Administration (VA) benefits, and funeral honors elections). a. Individual Casualty Record - current Death Program. (1) Paper Records. All casualty records shall be included as part of the OMPF. Examples of these records include but are not limited to DD 1300, Death Certificate; PCR, Personnel Casualty Report; NAVPERS 1770/7, Letter of Shipment of Personal Effects (PE); MMSO Form 5380/1, Statement of Disposition of Remains; NAVPERS 1770/8, Authorization for Disclosure of Information; SGLV 8286; SGLV 8286A; DD 397; NAVPERS 1070/602, DD Form 93; and NAVMC 362, CACO Report.		PERMANENT. Apply 1070.1 for Naval personnel and SSIC 1070.3 for Marine Corps personnel.	P	N1-NU-09-8 / 1770/1/A/1	
1770.1a(2)	CASUALTIES AND SURVIVORS' BENEFITS RECORDS	1. Records on Individual Casualties and Mass Casualty Incidents, as well as Related Casualty Documents Submitted to or Generated by the Department of the Navy. Casualty Records include Reports of Death; Summary of Assistance provided; pay vouchers; Casualty Reports, DD Form 1300; Serviceman's Group Life Insurance/ Government Insurance payment documentation and general correspondence concerning the adjudication of benefits (e.g., Death Gratuity, Arrears in Pay, Dependent Identification Card Entitlements, Survivor Benefit Plan (SBP) elections, Veterans Administration (VA) benefits, and funeral honors elections). a. Individual Casualty Record - current Death Program.		PERMANENT. Apply 1070.1 for Naval personnel and SSIC 1070.3 for Marine Corps personnel.	P	N1-NU-09-008 / 1770/1/A/2 DAL-NU-2013-0003-0001	
1770.2a(1)	CASUALTIES AND SURVIVORS' BENEFITS RECORDS	CASUALTIES AND SURVIVORS' BENEFITS RECORDS 2. Hostile and Non-Hostile Unaccounted for Casualty Records Associated with Individuals or Group Loss Incidents, as well as, Related Casualty Documents Submitted to or Generated by the Department of the Navy. Casualty Records, to include Naval Board of Inquiry Recommendations; Presumptive findings of Death Determination; Summary of Assistance provided; Casualty Reports, DD 1300; pay records, DFAS; U.S. Government Identification Report; Serviceman's Group Life Insurance/ Government Insurance payment documentation and general correspondence concerning the adjudication of benefits for dependent spouse and or minor children (e.g., Death Gratuity, Arrears in Pay, Dependent Identification Card entitlements, Veterans Administration (VA) benefits eligibility and funeral honors election). Closed hard copy case files prior to 31 December 2008 can either be interfiled with hard copy of OMPF or electronic OMPF. If this is not practical due to scope and cost, the records will be managed/transferred separately per SSIC 1070.1 for Naval personnel and SSIC 1070.3 for Marine Corps personnel Closed hard copy case files after 1 January 2009 shall be scanned and placed into members electronic OMPF. a. Individual Casualty Record-Unaccounted for Casualty Loss Incidents (Hostile and Non-Hostile). (1) Case files closed before 31 December 1993 (hard copies).		Maintain as a part of the OMPF, apply SSIC 1070.1 for Naval personnel and SSIC 1070.3 for Marine Corps personnel.	P	N1-NU-09-8 / 1770/2/A/1	
1770.2a(2)	CASUALTIES AND SURVIVORS' BENEFITS RECORDS	2. Hostile and Non-Hostile Unaccounted for Casualty Records Associated with Individuals or Group Loss Incidents, as well as, Related Casualty Documents Submitted to or Generated by the Department of the Navy. Casualty Records, to include Naval Board of Inquiry Recommendations; Presumptive findings of Death Determination; Summary of Assistance provided; Casualty Reports, DD 1300; pay records, DFAS; U.S. Government Identification Report; Serviceman's Group Life Insurance/ Government Insurance payment documentation and general correspondence concerning the adjudication of benefits for dependent spouse and or minor children (e.g., Death Gratuity, Arrears in Pay, Dependent Identification Card entitlements, Veterans Administration (VA) benefits eligibility and funeral honors election). Closed hard copy case files prior to 31 December 2008 can either be interfiled with hard copy of OMPF or electronic OMPF. If this is not practical due to scope and cost, the records will be managed/transferred separately per SSIC 1070.1 for Naval personnel and SSIC 1070.3 for Marine Corps personnel Closed hard copy case files after 1 January 2009 shall be scanned and placed into members electronic OMPF. a. Individual Casualty Record-Unaccounted for Casualty Loss Incidents (Hostile and Non-Hostile). (2) Case files closed after 1 January 1994 (hard copy).		Once placed into the Electronic OMPF, destroy after verification of data input and quality assurance.	P	N1-NU-09-8 / 1770/2/A/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1770.2a(3)	CASUALTIES AND SURVIVORS' BENEFITS RECORDS	2. Hostile and Non-Hostile Unaccounted for Casualty Records Associated with Individuals or Group Loss Incidents, as well as, Related Casualty Documents Submitted to or Generated by the Department of the Navy. Casualty Records, to include Naval Board of Inquiry Recommendations; Presumptive findings of Death Determination; Summary of Assistance provided; Casualty Reports, DD 1300; pay records, DFAS; U.S. Government Identification Report; Serviceman's Group Life Insurance/ Government Insurance payment documentation and general correspondence concerning the adjudication of benefits for dependent spouse and or minor children (e.g., Death Gratuity, Arrears In Pay, Dependent Identification Card entitlements, Veterans Administration (VA) benefits eligibility and funeral honors election). Closed hard copy case files prior to 31 December 2008 can either be interfiled with hard copy of OMPF or electronic OMPF. If this is not practical due to scope and cost, the records will be managed/transferred separately per SSIC 1070.1 for Naval personnel and SSIC 1070.3 for Marine Corps personnel Closed hard copy case files after 1 January 2009 shall be scanned and placed into members electronic OMPF. a. Individual Casualty Record-Unaccounted for Casualty Loss Incidents (Hostile and Non-Hostile). (3) Electronic Records.		PERMANENT. Apply SSIC 1070.1 for Navy personnel and SSIC 1070.3 for Marine Corps personnel.	p	NI-NU-09-8	
1000-3	Military Personnel Information Systems Master Files:	Master file for military personnel information systems. Includes the inactive Manpower and Personnel Management Information System (IMAPMIS); which maintains the official automated personnel records for Navy inactive reservists, fleet reservists, and retired personnel; the Officer Personnel Information System (OPINS), which contains the authoritative database of all active duty Navy officers and officer candidates; the Navy Enlisted System (NES), which contains the authoritative database for all active duty Navy enlisted personnel; and the Marine Corps Total Force System (MCTFS), which contains the personnel and pay data on all active and reserve Marine Corps personnel, and personnel data on retired Marine Corps personnel System also contains mission-essential personnel information for selected civilian employees and contractors affiliated with the Marine Corps Career data created prior to 1988 was migrated from legacy personnel.		PERMANENT: Cutoff and transfer to the National Archives annually.	x		
1070.17a(1)	PERSONNEL RECORDS	17. The inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservists, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS), it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision - making support models. a. INACTIVE OFFICER MASTER FILE (IOMF) carries entire personnel records for all officers who are Naval Inactive Reservist, Fleet Reservists and Retired personnel. (1) Master File		PERMANENT. Transfer a copy to National Archives annually.	p	NI-NU-93-8 / 1 DAL-NU-2010-0001 0001	
1070.17b(1)	PERSONNEL RECORDS	17. The inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservist, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS), it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision - making support models. b. INACTIVE ENLISTED MASTER FILE (IEMF) carries entire personnel records for all enlisted who are Naval Inactive Reservist, Fleet Reservists and Retired personnel. (1) Master File		PERMANENT. Transfer a copy to National Archives annually.	p	NI-NU-93-8 / 3 DAL-NU-2010-0001 0002	
1070.17c(1)	PERSONNEL RECORDS	17. The Inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservist, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS), it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision - making support models. c. INACTIVE ACTIVITY MASTER FILE carries addresses, Titles, Onboard Strengths, Officer and Enlisted Counts and Allowances. It also carries PERS - MOB Team info, UIC info, PSA/PSD info, Ten Digit Code, Activity Processing Code, Drills Authorized Major Claimant, REDCOM, DOD Plan Group info, Reserve Unit Identification Code Reserve Program Element Code, and Reserve Center info. (1) Master File		PERMANENT. Transfer a copy to National Archives annually.	p	NI-NU-93-8 / 5 DAL-NU-2010-0001 0003	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1070.17d(1)	PERSONNEL RECORDS	<p>17. The Inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservists, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS). It provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision - making support models.</p> <p>d. OFFICER ATTRITION FILE carries entire personnel records for all Officers from the Navy Reserve or Fleet Reserve - or for Retired Navy Officers - who are lost to Navy strength.</p>		PERMANENT. On an annual basis, transfer to the National Archives a copy of the file containing the records of all officers lost to Navy strength during the past year.	pe	N1-NU-93-8e	
1070.17e(1)	PERSONNEL RECORDS	<p>17. The Inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservist, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS). It provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision - making support models.</p> <p>e. ENLISTED ATTRITION FILE carries entire personnel records for all Enlisted Personnel from the Navy Reserve or Fleet Reserve - or for Retired Navy Enlisted Personnel - who are lost to Navy strength.</p> <p>(1) Master File.</p>		PERMANENT. On an annual basis, transfer to the National Archives a copy of the file containing the records of all enlisted personnel lost to Navy strength during the past year.	p	N1-NU-93-8e	
1070.18a	PERSONNEL RECORDS	<p>18. Marine Corps Total Force System (MCTFS). An electronic system that contains the personnel and pay data on all active and reserve Marine Corps personnel, and personnel data on retired Marine Corps personnel. System also contains mission-essential personnel information for selected civilian employees and contractors affiliated with the Marine Corps Career data created prior to 1988 was migrated from legacy personnel. MCTFS system data base line is 1965 forward. The system maintains personnel and pay information for Marine Corps personnel including, but not limited to, the following</p> <ul style="list-style-type: none"> Name, rank / grade, Social Security Number, date of birth, citizenship, marital status, home of record, dependents information including their Social Security Numbers, records of emergency data, enlistment contract or officer acceptance form identification, duty status, component code, population group, sex, ethnic group, duty information, duty station/ personnel assignment, unit information, security investigation date / type, leave account information, separation document code, test scores / information, language proficiency, military / civilian / off-duty education, training information to include marksmanship data, physical fitness data, swim qualifications, military occupational specialties, military skills and schools, awards, combat tour information, aviation/ pilot / flying time data, reserve drill information, reserve unit information, lineal precedence number, limited duty officer / warrant officer footnote, TAD data, overseas deployment data, limited medical data, conduct and proficiency marks, years in service, promotional data, weight control and military appearance data, commanding officer assignment/ relief data, Joint Military Occupational Specialty data, and related data Pay data includes leave and earnings statement which may include base pay, allowances, allotments, bond authorization, health care coverage, dental coverage (if applicable), special pay and bonus data, federal and state withholding / income tax data, FDIC contributions, Medicare, Social Security, SGU deductions, leave account, wage and summaries, reserve drill pay, reserve AT pay, and other personnel / pay management data <p>MCTFS interfaces with the Manpower Assignment Support System (WebMASS), Marine Online (MOL), Integrated Automated Travel System (IATS), Marine Corps Training and Education Information Management System (MCTIMS), Unit Dair/ Marine Integrated Personnel System (UD/MIPS), Exceptional Family Member Program (EFMP), Operational Data Store Enterprise (ODSE), Marine Corps Models (McModels) and the Total Force Data Warehouse (TFDW)</p> <p>This schedule does not include the source information, or outputs for the systems listed above as interfaces, but only applies to the records located in MCTFS, source information and outputs are to be retained in accordance with the respective records schedules for the above information systems.</p> <p>MCTFS data extracts/backups are on a five times per week and monthly basis. Daily and monthly extracts are sent to the Defense Manpower Data Center (DMDC) and the Total Force Data Warehouse</p>		PERMANENT. Cutoff and transfer to the National Archives annually.	pe	N1-127-09-1/ 1070/18/A	
1000-4	Personnel Accounting (Permanent):	Information relating to the activity and transaction of personnel. Includes personnel diaries, unit rosters, personnel transaction summaries, and the Enlisted Distribution and Verification Report (EDVR).		PERMANENT: Cutoff at CY. Transfer to the National Archives 25 years after cutoff.	x		
1080.3b(1)	PERSONNEL ACCOUNTING RECORDS	<p>3. PERSONNEL DIARIES AND PERSONNEL TRANSACTION SUMMARIES. Original personnel diaries forwarded to EPAC and monthly personnel transactions produced by EPAC.</p> <p>b. Microfilm or Microfiche Master Negative Maintained by EPAC and 1 Positive Copy.</p> <p>(1) Silver negative and on copy.</p>		Transfer to WNRC 6 months after microfilming/microficheing. Transfer to NARA in 5 year blocks when most recent record is 25 years old.	p	N1-NU-90-5/ 1080/3/B/1 DAL-NU-2011-0009 1001	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1080.3b(2)	PERSONNEL ACCOUNTING RECORDS	3. PERSONNEL DIARIES AND PERSONNEL TRANSACTION SUMMARIES. Original personnel diaries forwarded to EPAC and monthly personnel transactions produced by EPAC. b. Microfilm or Microfiche Master Negative Maintained by EPAC and 1 Positive Copy. (2) Card indexes and other finding aids.	with related records	Transfer to NARA when all records to which finding aids relate have been transferred.	e	NI-NU-90-5 / 1080/3/B/2 DAL-NU-2011-0009 0002	
1080.5a(1)	PERSONNEL ACCOUNTING RECORDS	a. Enlisted Distribution and Verification Report (EDVR). The EDVR is a monthly statement of an activity's personnel account reflecting all individual assignments. (1) Master Negatives of monthly EDVR. 75 cubic feet of microfilm boxes for the period 1975-2003 stored with BUPERS, Millington, Tennessee.		Permanent. Cutoff at end of CY. Transfer to the National Archives immediately after approval of this schedule.	p	OAA-0024-2013-0001-0001	
1080.5a(2)	PERSONNEL ACCOUNTING RECORDS	a. Enlisted Distribution and Verification Report (EDVR). The EDVR is a monthly statement of an activity's personnel account reflecting all individual assignments. (2) Monthly Enlisted Distribution and Verification Report (EDVR). Monthly EDVR in electronic format.		Permanent. Cutoff at end of CY. Pre-accession to NARA annually. Transfer legal custody 15 years after cutoff.	p	OAA-0024-2013-0001-0002	

1000-5	Awards Program:	Information relating to recommendation, review, and approval or disapproval of military awards. This includes but is not limited to awards program case files, awards program master record, and related information.	calendar year	PERMANENT: Cutoff at CY. Transfer to the National Archives 25 years after cutoff.	x		
1650.1a	DECORATIONS, MEDALS, AND AWARDS RECORDS	1. BOARD OF DECORATIONS AND MEDALS, NAVY DEPARTMENT RECORDS a. Board's Case Files. Correspondence, recommendations, and other supporting documentation regarding individual and unit awards requiring approval by the Secretary of the Navy. File includes the record of actions taken by the Board on each case presented for consideration.		Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 25 years old.	p	NI-NU-92-14 / 1650/1/A DAL-NU-2011-0014 0001	
1650.1d(1)	DECORATIONS, MEDALS, AND AWARDS RECORDS	1. BOARD OF DECORATIONS AND MEDALS, NAVY DEPARTMENT RECORDS d. Master Record of Awards. A master record of individual awards to Navy and Marine Corps personnel maintained by the Board of Decorations and Medals. File includes awards approved by SECNAV and those authorized for approval by subordinate commanders. Record includes service member's name, service number/SSN, award recommended, award approved, and a narrative summary of the citation. A second section of the file contains activities awarded Unit Awards and the dates of eligibility. (1) Silver halide microfilm and one reference copy of Master Card File (1920-1977) maintained by the Board of Decorations and Medals.	w/nln	Permanent. Transfer to NARA in 2027 or when no longer needed for reference, whichever is sooner.	p	NI-NU-92-14 / 1650/1/D/1 DAL-NU-2011-0014 0002	2027??
1650.1d(3)(a)	DECORATIONS, MEDALS, AND AWARDS RECORDS	1. BOARD OF DECORATIONS AND MEDALS, NAVY DEPARTMENT RECORDS d. Master Record of Awards. A master record of individual awards to Navy and Marine Corps personnel maintained by the Board of Decorations and Medals. File includes awards approved by SECNAV and those authorized for approval by subordinate commanders. Record includes service member's name, service number/SSN, award recommended, award approved, and a narrative summary of the citation. A second section of the file contains activities awarded Unit Awards and the dates of eligibility. (3) Awards Information Management System (AIMS). Electronic records of individual personal awards 1976 and continuing and unit awards 1941 and continuing maintained by the Board of Decorations and Medals. The system does not list individual campaign service awards. (a) Electronic Files.		Permanent. Initially transfer a copy of the "history" files for the years 1976 to 1989 to the National Archives in accordance with 36 CFR 1228. Transfer a copy of the file of records being moved from the "active" file to the "history" file at the time records are being moved from the "active" to the "history" file. This file should contain the complete records used in the "active" file rather than the abridged records stored in the "history" file. The file should meet the requirements set forth in 36 CFR 1228.	p	NI-NU-92-17 / 1 DAL-NU-2010-0008 0001	
1650.3c(1)(a)	DECORATIONS, MEDALS, AND AWARDS RECORDS	3. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY COMMANDS OR OTHERS UNDER AUTHORITY DELEGATED TO THEM TO MAKE SUCH AWARDS. Case files maintained by the awarding authority to include recommendations, supporting documents, and related correspondence. c. Marine Corps Awards. The Headquarters Marine Corps Awards Processing System (APS) is an electronic awards system that manages the awards approved and fulfills all recordkeeping requirements for awards approved by the Commandant of the Marine Corps (CMC) and those delegated awarding authorities within the Marine Corps. (1) Award Processing System (APS). The current information system for maintaining personal and unit awards. For purposes involving the APS, the term "Closed/Completed Award" refers to an award in the APS archive file. The record includes the HQMCAPS 1650, document history related to decisions made, summary of action, and the award citation. (a) From 1999 to 2003		PERMANENT. Pre-accession immediately the Closed/Completed Awards files for the years 1999-2003 to the National Archives (NARA) in accordance with 36 CFR 1228 and current NARA guidance. Transfer legal custody to NARA when 25 years old.	p	NI-NU-06-7 / 1 DAL-NU-2010-0003 0001	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
165D.3c(1)(b)	DECORATIONS, MEDALS, AND AWARDS RECORDS	3. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY COMMANDS OR OTHERS UNDER AUTHORITY DELEGATED TO THEM TO MAKE SUCH AWARDS. Case files maintained by the awarding authority to include recommendations, supporting documents, and related correspondence. c. Marine Corps Awards. The Headquarters Marine Corps Awards Processing System (APS) is an electronic awards system that manages the awards approved and fulfills all recordkeeping requirements for awards approved by the Commandant of the Marine Corps (CMC) and those delegated awarding authorities within the Marine Corps. (1) Award Processing System (APS). The current information system for maintaining personal and unit awards. For purposes involving the APS, the term "Closed/Completed Award" refers to an award in the APS archive file. The record includes the HQMC APS 165D, document history related to decisions made, summary of action, and the award citation. (b) Beginning 2004		PERMANENT. Pre-accession physical custody to the National Archives (NARA) the Closed/Completed Awards files annually when 3 years old, in accordance with 36 CFR 1228 and current NARA guidance. Transfer legal custody to NARA when 25 years old	p	NI-NU-06-7 / 2 DAL-NU-2010-0003 0002	
1000-6	Casualty Records:	Information on individual casualties and mass casualty incidents, as well as related casualty documents submitted to or generated by the Department of the Navy. This includes but is not limited to: reports of death; casualty reports, and DD Form 1300 (Report of Casualty).	calendar year	PERMANENT: Cutoff at CY. Transfer to National Personnel Record Center (NPRC), 9700 Page Blvd., St. Louis, MO 63132, 3 years after cutoff. Transfer to the National Archives 25 years after cutoff.	x		
1771.1	CASUALTIES RECORDS	1. CORRESPONDENCE, MESSAGES, AND REPORTS PERTAINING TO PERSONNEL CASUALTY INCIDENTS. Files include reports submitted or received from the Department of the Navy. (Exclude information to be filed in official service record folders.) These records should be transferred to NARA because of numerous requests received for World War (WW) II casualty lists for specific incidents involving individual or large numbers of casualties, narratives by survivors, etc. This information is requested by family members and historians, and by organizations, which are dedicating memorials. For example, records pertaining to the Beirut bombing of 1983, loss of USS THRESHER, WW II Battle of Midway.		Permanent. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old.	p	NI-NU-86-1 / 1771/1 DAL-NU-2008-0003 0006	
1771.2	CASUALTIES RECORDS	2. ALPHABETIC CASUALTY CARDS. Files, including DD 1300s (Report of Casualty), on deceased naval personnel (active and inactive). (These records should be transferred to NARA because of requests for death certificates by next of kin for benefits, genealogical records, etc. Requests for names of individual casualties by various organizations are used in the dedication of memorials.)		Permanent. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old.	p	NI-NU-86-1 / 1771/2 DAL-NU-2008-0003 0006	
1000-7	Training Programs and Institutions of Higher Education - Master Files:	Information relating to the overall management and organization of the programs and planning, procedural development, progress and significant accomplishments of academic and training programs, including the establishment, approval, and revision of training courses, curricula, and publications; and the evaluation of methods and results of instruction. Also includes school publications and overall statistical data.		PERMANENT: Cutoff at CY. Transfer to the National Archives 25 years after cutoff.	x		
1500.1	GENERAL TRAINING AND EDUCATION RECORDS	1. PRIMARY PROGRAM RECORDS. Records relating to the overall organization, development, policy, planning, management and administration of military personnel training and education programs, including the establishment, approval, and revision of courses and curricula, the evaluation of methods and results of instruction. Included are Chief of Naval Education and Training (CNET) central subject correspondence files, other CNET official files, CNET Instructions and Directives case files, the Secretary of the Navy's Advisory Board on Education and Training (SABET) Files created by the principal Civilian Advisor on Education and Training, NROTC subject files, program managers or division directors subject reference files containing memoranda, minutes, etc., not captured in the CNET central subject files. Also included are school publications and overall statistical data. Records are accumulated by the CNET, NMPC, HQMC, and by individual schools and training institutions. (See also SSIC 1552.1a, Primary Program Training Publications.) (Exclude records of the Naval War College, the Armed Forces Staff College, and the Naval Academy covered under SSIC 1500.10a, 1520, and 1531.)		PERMANENT. Transfer to FRC when no longer required for research or reference. Transfer to NARA when 20 years old.	p	NI-NU-86-1 / 1500/1 DAL-NU-2008-0003 0004	
1000-8	Student Records - Master Files:	Information relating to applications, registration, grades, class standings, ROTC rosters and graduation reports for Department of the Navy students—Officers under instruction at the Naval War College (other Naval War College student jackets maintained under 1000-33), students at the Naval Academy, or midshipmen enrolled at other institutions.	after class graduates	PERMANENT: Cutoff upon class graduation. Transfer to the National Archives 25 years after cutoff.	x		
1500.10a	GENERAL TRAINING AND EDUCATION RECORDS	10. GRADUATION REPORTS, CLASS STANDINGS, OR ACADEMIC GRADE ROSTERS: Lists or other records showing grades made on examination and/or class standings. a. Records of the Naval War College (NAVWARCOL), Armed Forces War College (AFWC), and the Armed Forces Staff College (AFSC). (Naval Academy records see par. 1531.2.)	within	Permanent. Transfer to WNRC when no longer needed for local reference. Transfer to NARA 20 years after transfer.	p	NI-NU-86-1 / 1500/10/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1500.16a(1)	GENERAL TRAINING AND EDUCATION RECORDS	16. Marine Corps Training Information Management System (MCTIMS). MCTIMS is an integrated management system that supports end users throughout the entire Marine Corps by recording training for individual Marines and Units against training standards identified in the Training & Readiness Manuals (T&R), Military Occupation Specialty Manual, Formal School Program of Instruction. MCTIMS provides assessments for training readiness for individuals and units and is used to develop curriculum at Marine Corps Formal Schools, including Student Registration and Student Evaluations, and is also used at Recruit Depots to track the issued weapons to recruits. a. Files Accumulated by HQMC (MCCDC / TECOM). (1) Master files. Includes but not limited to Personnel Information such as Name, Rank, SSN, Unit and individual training and readiness information, Marine Corps Formal School Programs of Instruction, Curriculum and Training & Readiness Manuals (T&R), Military Occupation Specialty Manuals.		PERMANENT. Pre-accession closed/ completed records annually. Transfer legal custody when 20 years old per 36 CFR 122.6 or current NARA guidance.	P	N1-127-09-6 / 1500/16/A/1	
1520.3b	OFFICER TRAINING RECORDS	3. NAVAL WAR COLLEGE (NAVWARCOL) RECORDS. b. Official Student Record Cards of Officers Under Instruction at the NAVWARCOL.	when	(Apply SSIC 1500.20a.) Permanent. Transfer to WNRC when no longer needed for local reference. Transfer to NARA 20 years after transfer.	P	N1-NU-86-1 / 1520/3/B	
1531.3b	NAVAL ACADEMY RECORDS	3. MIDSHIPMAN PERSONNEL JACKETS. Records accumulated by the Registrar's Office pertaining to individual midshipmen. Included are activities' records, oaths of office, applications for admission, and related papers. b. Microfilm Copies.	verification microfilm	Permanent. Transfer to U.S. Naval Academy Archives on verification of microfilm.	P	N1-405-87-1 / 1/B	
1531.4a	NAVAL ACADEMY RECORDS	4. MACHINE READABLE MIDSHIPMAN RECORDS a. Data bases maintained by the Registrar, Commandant or other offices consisting of data for transcripts, class grade files, admission files, and other similar files.	after class graduates	Permanent. Transfer copies of the machine readable files for a given class, together with pertinent documentation, to the National Archives 3 years after the class graduates (e.g., Class of 1987 in the summer of 1991).	P	N1-NU-86-1 / 1531.4a DAL-NU-2008-0003 0002	
1531.4b	NAVAL ACADEMY RECORDS	4. MACHINE READABLE MIDSHIPMAN RECORDS b. GMATRX. Database maintained by the Registrar and including graduates and non - graduates.	after class graduates	Permanent. Transfer copies of the machine-readable files for a given class, together with pertinent documentation, to the National Archives 3 years after the class graduates (e.g., Class of 1987 in the summer of 1991).	P	N1-NU-86-1 / 1531.4b DAL-NU-2008-0003 0003	
1533.2	RESERVE OFFICER TRAINING CORPS (ROTC) RECORDS	2. SUMMARY OF ACADEMIC FACULTY RECORDS OR REPORTS. Files that document the history of the ROTC program at any particular installation, including one copy of school publications and school rosters or graduation reports listing all graduates who are commissioned (such as class standing of ROTC students commissioned).		Apply par. 1500.1.	P	N1-NU-86-1 / 1533/2	
1533.3a	RESERVE OFFICER TRAINING CORPS (ROTC) RECORDS	3. INDIVIDUAL STUDENT OFFICIAL RECORD CARDS (OR FORMS) OR TRANSCRIPTS OR STATEMENTS OR ACADEMIC RECORDS. Must contain information about courses attended, length of courses, whether or not completed, (if completed), and pertinent remarks, such as reason for disenrollment or failure to complete courses. a. Officers Commissioned.		DO NOT DESTROY. Disposition is not Authorized.	U	DO NOT DESTROY	moved up to be with like records
1000-9	Board for Correction of Naval Records (BCNR) and Marine Corps Performance Evaluation Case Files:	Files consisting of all papers relating to each individual case. Includes applications for correction of naval records, notices of waiver, instruction sheets, copies of board briefs and recommendations, transcripts of proceedings, and certified copies of vouchers used in payment of claims and correspondence with petitioners, naval activities, veterans organizations, members of Congress, and others relating to disposition of the case and to all material removed from petitioner's record after approval.		PERMANENT: Cutoff at case closure. Transfer to the National Archives 40 years after cutoff.	X		
1000.4e(1)(a)	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. DEPARTMENT-MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. e. Board for Correction of Naval Records (BCNR) and Marine Corps Performance Evaluation Case Files. Files consisting of all papers relating to each individual case. (1) Applications for correction of naval records, notices of waiver, instruction sheets, copies of board briefs and recommendations, transcripts of proceedings, and certified copies of vouchers used in payment of claims and correspondence with petitioners, naval activities, veterans organizations, members of Congress, and others relating to disposition of the case and to all material removed from petitioner's record after approval. (a) Original documents.	case closed	Cutoff when 3 years old or when case is closed, whichever is later. Transfer to Federal Records Center (FRC) 3 years after case is closed. Destroy when 40 years old or when military personnel service record is destroyed, whichever is earlier.	75	N1-NU-86-1 / 1000/4/E/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000-12a	Visual Information - Military Personnel Recruiting, Posters:	Navy Recruiting publications and working files of visual materials assemble to produce these publications, many in color, used for various recruiting purposes. A. Posters	Trigger(s)	PERMANENT: Transfer visual information to the DIMOC as soon as possible, but no later than one year from date of creation. DIMOC will cut off visual information annually. DIMOC will transfer to the National Archives in five-year blocks immediately after the end of the last year of the block.	x	DAA-0330-2013-0014-0002	
1141.1a(1)	RECRUITING ADVERTISING MATERIAL CONTROL RECORDS	1. INVENTORY CORRESPONDENCE FOR EQUIPAGE UNDER THE CONTROL OF RECRUITING ADVERTISING DEPARTMENT (RAD). a. That Portion of the RAD Item Case File Containing Sample Items of a Historical Nature. (1) Navy Recruiting publications, many in color, used for various recruiting purposes.		Retire to Washington National Records Center. Offer to National Archives in 5 year blocks when most recent publication is 20 years old.	30	NI-NU-86-1 / 1141/1A/1	
1000-12b	Visual Information - Military Personnel Recruiting, Non-poster Publications:	Navy Recruiting publications and working files of visual materials assemble to produce these publications, many in color, used for various recruiting purposes. B. Non-poster publications	Trigger(s)	PERMANENT: Cutoff at CY. Transfer to NARA 25 years after cutoff.	x		
1000-12c	Visual Information - Military Personnel Recruiting, Working Files:	Navy Recruiting publications and working files of visual materials assemble to produce these publications, many in color, used for various recruiting purposes. C. Working files of visual materials assembled to produce publications.	Trigger(s)	TEMPORARY: Destroy when no longer needed for regular business.			
1552.3d	TRAINING PUBLICATIONS RECORDS	3. NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY (NETPMSA) PUBLICATIONS RECORDS. d. Art Morgue and Illustrations Files. Original illustrations, drawings, photographs, negatives and glossy prints, clippings, and related materials used as illustrations in texts and manuals and related locator cards.	superseded, canceled	Retain on board. Destroy when obsolete or superseded.	e	NI-NU-86-1 / 1552/3/Dt	
1000-13	Boards, Councils, and Committees:	Information relating to the proceedings and decisions of the Department-level Personnel Boards, Councils and Committees. This does not include case files for the Board of Correction of Naval Records (BCNR). BCNR case files are found in item 1000 10.	Cutoff at CY.	TEMPORARY: Cutoff at CY. Destroy 75 years after cutoff.	x		
1000.4a	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. a. Boards Reports. Record of proceedings of officers or non-commissioned officers' selection boards and reserve officers disposition boards.		Apply SSIC 1420.2. Cut off annually. Transfer to WNRC when 4 years old. Destroy when 75 years old.	75	NI-NU-86-1 / 1000/4A	
1402.1	SELECTION BOARDS' RECORD OF PROCEEDINGS RECORDS (RESERVE)	1. Selection Boards Reports and Record Proceeding. Records consist of convening orders, precept governing the board, special instructions to the board issued by the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corp, or the Chief of Naval Personnel, list of officers considered, list of officers recommended for promotion, and the final report of the board. Exclude records on the individual officers covered under SSIC 1402.2		Cut off annually. Retire to WNRC when 4 years old. Destroy when 75 years old.	75	NI-NU-86-1 / 1402/1	
1420.2	PROMOTIONS RECORDS	2. SELECTION BOARDS REPORTS AND RECORD OF PROCEEDING. Files consist of originals of precepts convening the selection boards and originals of the reports of the proceedings initiated by the CMC, CHNAVPERS, and COMNAVMLPERSCOM, and retained by Office of the JAG.		Cut off annually. Transfer to WNRC when 4 years old. Destroy when 75 years old.	75	NI-NU-86-1 / 1420/2	
1000-14	Navy Reserve Personnel Accounting:	Information relating to accounting for Navy Reserve personnel/workforce including but not limited to monthly statements of individual assignments, Navy Reserve drill chits/diaries, and Navy Reserve data cards. This does not include Navy Reserve Unit/Ship Rolls and Rosters which are included under item 1000-5, Personnel Accounting (Permanent).	Cutoff at CY	TEMPORARY: Cutoff at CY. Destroy 60 Years after cutoff.	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAUt	Notest
100L5a(3)	RESERVE POLICIES AND PROGRAMS RECORDS	5. NAVY RESERVE FIELD REPORTING SYSTEM (RESFIRST) DOCUMENTS. Navy Reserve unit diaries and Navy Reserve Drill Reporting Form for both officers and enlisted personnel in pay and non-pay status utilizing a credit-card reporting system. (Quarterly Naval Reserve Drill Reports (such as NAVPERS 1259) were canceled by implementation of the Reserve Unit Personnel and Performance Report (RUPPERT) in 1957. The RUPPERT system was operational through 31 January 1978. It was replaced by RESFIRST which incorporates the use of optical character recognition (OCR) diary as a reporting document to report events and occurrences, personnel actions, and data relative to individuals attached to a reporting unit of the naval reserve.) a. OCR Credit Card Drill Chits. (3) Copy provided to Naval Reserve Personnel Center (NRPC).		Scan with automatic data processing record built for submission to the Naval Reserve Drill Pay System at Defense Finance and Accounting Service (DFAS), Cleveland, OH. Microfilm using Index provided by DFAS. Destroy after microfilm is verified for accuracy and completeness to permit retention and retrieval of this information for 56 years.	75	NI-NU-86-1 / 1001/5/A/3	
100L5b	RESERVE POLICIES AND PROGRAMS RECORDS	5. NAVY RESERVE FIELD REPORTING SYSTEM (RESFIRST) DOCUMENTS. Navy Reserve unit diaries and Navy Reserve Drill Reporting Form for both officers and enlisted personnel in pay and non-pay status utilizing a credit-card reporting system. (Quarterly Naval Reserve Drill Reports (such as NAVPERS 1259) were canceled by implementation of the Reserve Unit Personnel and Performance Report (RUPPERT) in 1957. The RUPPERT system was operational through 31 January 1978. It was replaced by RESFIRST which incorporates the use of optical character recognition (OCR) diary as a reporting document to report events and occurrences, personnel actions, and data relative to individuals attached to a reporting unit of the naval reserve.) b. Microfilmed copies of diaries and drill chits retained by NRPC.		Retain on board. Destroy when 56 years old.	75	NI-NU-86-1 / 10001/5/B	
100L6	RESERVE POLICIES AND PROGRAMS RECORDS	6. NAVY RESERVE DATA CARDS.		Transfer to nearest FRC when 5 years old. Destroy when 56 years old.	7516	NI-NU-86-1 / 1001/6	
1000-15	Retirement Case Files:	Information relating to the retirement of service members including but not limited to requests for separation/retirement, individual correspondence, applications for retirement benefits, computation for notification of retirement eligibility, disability evaluations, and related information.		TEMPORARY: Cutoff at CY. Destroy 75 Years after cutoff.	x		
1820.1	RESERVE NONDISABILITY RETIREMENT RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to individual queries and applications for reserve retirement, computation for and notifications of eligibility for reserve retirement benefits including copies of orders to the retired reserve. (Congressional inquiries and Board for Correction of Naval Records (BCNR) requests received on subject file number sometimes date back almost 50 years.)		Transfer to NRPC (MPR) when 2 years old. Destroy when 50 years old.	75	NI-NU-86-1 / 1820/1	
1850.1a	DISABILITY RETIREMENT RECORDS	1. ORIGINAL DISABILITY EVALUATION PROCEEDINGS. a. Hard Copy Case Files Closed 31 December 1977 and Earlier.		Retire to WNRC. Destroy when 75 years old.	75	NI-NU-98-7 / 1/A	
1850.1b	DISABILITY RETIREMENT RECORDS	1. ORIGINAL DISABILITY EVALUATION PROCEEDINGS. b. Hard Copy Case Files Closed 1 January 1978 to 31 December 1987.		Destroy after microfilming and film is verified for accuracy and completeness.	75	NI-NU-98-7 / 1/B	
1850.1b(1)	DISABILITY RETIREMENT RECORDS	1. ORIGINAL DISABILITY EVALUATION PROCEEDINGS. b. Hard Copy Case Files Closed 1 January 1978 to 31 December 1987. (1) Negative Microfiche Copies.		Retire to WNRC when 5 years old. Destroy when 75 years old.	75	NI-NU-98-7 / 1/B/1	
1850.1b(3)	DISABILITY RETIREMENT RECORDS	1. ORIGINAL DISABILITY EVALUATION PROCEEDINGS. b. Hard Copy Case Files Closed 1 January 1978 to 31 December 1987. (3) Case Index of Disability Proceedings. NOTE: Retention is 75 years	with related records	Retain on board. Destroy with related records.	x	NI-NU-98-7 / 1/B/3	moved up to be with like records
1850.1c	DISABILITY RETIREMENT RECORDS	1. ORIGINAL DISABILITY EVALUATION PROCEEDINGS. c. Hard Copy Case Files Closed 1 January 1988 and Later.		Retire to WNRC when 1 year old. Destroy when 75 years old.	75	NI-NU-98-7 / 1/C	
1850.3a	DISABILITY RETIREMENT RECORDS	3. TRAUMATIC INJURY PROTECTION PROGRAM SYSTEM (T-SGLI) provides Marine Corps service members who suffer a loss as direct result of a serious traumatic injury with monetary assistance. a. The computerized system that allows service members to apply on line for monetary claims as direct result of traumatic injury. Master files include but not limited to scanned copies of medical records, scanned T-SGLI supplemental, reconsideration, Navy Council of Review claims and approvals and denials of claims.		Close completed claim files annually. Destroy/delete when 40 years old.	75	NI-NU-07-9 / 1	
1900.8a	GENERAL SEPARATION RECORDS	8. SEPARATIONS AND RETIREMENTS CLAIMING SYSTEM is a computerized application which allows the paperless routing of separations, retirements, retire/retain and retire/recall requests for officers and retirement request for enlisted personnel Marine Corps-wide. a. Master file consist of but are not limited to name, rank, SSN request for retirement date (officer/enlisted), request for separation date (officer/enlisted), retirement type (disability/non-disability), inter-service transfer requests, scanned copies of administrative action forms, official correspondence, routing and staffing comments.		Close completed claim files annually. Destroy/delete when 50 years old.	75	NI-127-09-2 / 1	PH, can we push this to 75 years??
1000-16	Research from University Students:	Finalized papers from student research at Department of the Navy colleges and universities.	calendar year	TEMPORARY: Cutoff at CY. Destroy when 30 years old. Significant research with historical merit - Apply SSIC 3900.1b(4) (tentative bucket - 3000-21).	x		
1524.1	GRADUATE EDUCATION	1. MARINE CORPS UNIVERSITY STUDENT individual research papers from Command and Staff College, Amphibious Warfare School, School of Advanced Warfighting, and Command and Control System School		Destroy when 20 years old or no longer needed for research and reference whichever is later.	30	NI-127-01-1 / 1	might belong in different chapter

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000-17	Personnel Boards and Councils - Case Files:	Case files and supporting information for disciplinary, clemency, parole, and service review Boards and Councils.	Case closed	TEMPORARY: Cutoff at case closure. Destroy 30 years after cutoff.	x		
1000.4g(1)	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. g. Board of Review, Discharges, and Dismissal Official Case Files. (1) All papers relating to each individual case, including review of discharges, applications for review of discharge and separations from the armed services; copies of discharge certificates; correspondence with naval ties, petitioners, veterans organizations, congressmen, and other interested parties; and other records relating to the progress and disposition of the case.	case closed	Transfer to FRC when case is closed. Destroy 15 years after case is closed.	30	N1-NU-86-1 / 1000/4/G/1	
1000.4h(1)	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. h. Naval Clemency and Parole Board Records. (1) Official Board case files composed of briefs and relevant disciplinary, medical, and sociological histories of appellant seeking clemency; proceedings and decisions of the Board; medical-psychological evaluation reports; civilian background reports; correspondence with naval activities, members of Congress, and others concerned with the case. (No indices involved.)	separation of individual	Cutoff and transfer to FRC 1 year after discharge of individual from the naval service. Destroy 25 years after cut-off.	30	N1-NU-86-1 / 1000/4/H/1	
1421.1b	TEMPORARY PROMOTIONS RECORDS	1. OFFICER'S PROMOTION HISTORY RECORDS. Navy officer's precedence record, maintained by NAVMILPERSCOM, provides a record of temporary promotion of officers. b. Naval Reserve Officers on Inactive Duty or Regular Navy Officers who are Discharged, Dismissed or Resign Their Commission.		Transfer to NPRC (MPR), 9700 Page Blvd., St. Louis, MO 63132, when 10 years old. Destroy when 35 years old.	7516	N1-NU-86-1 / 1421/1/B16	Can we move this down from 35 to 30. Bigger jump to move its retention up to 75 if unnecessary. Might belong on an exception list??
1000-18	Awards - Case Files:	Awards program case files maintained by CNO, CMC and fleet commanders-in-chief, type commanders, and unit commanding officers.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy when 30 years old.	x		
1650.3a	DECORATIONS, MEDALS, AND AWARDS RECORDS	3. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY COMMANDS OR OTHERS UNDER AUTHORITY DELEGATED TO THEM TO MAKE SUCH AWARDS. Case files maintained by the awarding authority to include recommendations, supporting documents, and related correspondence. a. Case files of awards of Meritorious Service Medals, and Air Medals maintained by CNO, CMC, and fleet commanders in chief.		Retire to WNRC when 3 years old. Destroy when 25 years old.	30	N1-NU-92-14 / 6	
1650.3b	DECORATIONS, MEDALS, AND AWARDS RECORDS	3. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY COMMANDS OR OTHERS UNDER AUTHORITY DELEGATED TO THEM TO MAKE SUCH AWARDS. Case files maintained by the awarding authority to include recommendations, supporting documents, and related correspondence. b. Case files and other records of awards of Navy and Marine Corps Commendation Medals, Navy and Marine Corps Achievement Medals, and Purple Heart Medals maintained by CNO, CMC, fleet commanders in chief, type commanders, and unit commanding officers.		Retire to WNRC when 2 years old. Destroy when 15 years old.	30	N1-NU-92-14 / 7	
1650.1c	DECORATIONS, MEDALS, AND AWARDS RECORDS	1. BOARD OF DECORATIONS AND MEDALS, NAVY DEPARTMENT RECORDS c. Files of Recommendations Made to the Board. Files regarding extraordinary heroism cases, and card (or reports) records used to determine retirement pay increases for enlisted personnel.	wnin	Retain on board. Destroy when no longer needed to determine any possible retirement benefits.	e	N1-NU-86-1 / 1650/1/C	moved up to be with like records.
1000-19	Confinement Records - Case Files:	Confinement case files for courts-martial prisoners and confinement imposed by non-judicial punishment	Trigger(s)	TEMPORARY: Cutoff at prisoner release. Destroy when 25 years old.	x		
1640.2	CONFINEMENT RECORDS	2. Confinement Records Case Files for Courts Martial Prisoners and Confinement Imposed by Non Judicial Punishment. Files consist of all correspondence, reports, and other records in connection with the case, including screening reports, admission summaries or supplements, periodic program reports, disciplinary reports (most report slips), special medical or psychiatric reports, and other records relating to the prisoner's conduct and assignments while confined. Include any records required to be filed in the official personnel record.		Retire to FRC or CY 2 years after maximum release date from confinement or expiration of parole or mandatory supervised release, as applicable. Retain on board. If space is not available, transfer to supporting FRC 2 years after cutoff. Destroy when 25 years old.	30	N1-NU-10-1 / 1	
1000-20	Confinement Records - Brig Log:	A chronological watch to watch accounting of significant events or actions that take place in the Brig. Include bed checks, roll calls, staff visits and inspections, fires, escapes, riots, suicides, change of watch, emergency drills, and similar incidents.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy when 25 years old.	x		
1640.4a	CONFINEMENT RECORDS	4. LOG BOOK RECORDS MAINTAINED BY BRIGS. a. Brig Log. A chronological watch to watch accounting of significant events or actions that take place in the Brig. Include bed checks, roll calls, staff visits and inspections, fires, escapes, riots, suicides, change of watch, emergency drills, and similar incidents. (Exclude prisoner/detainee counts, confinement and release information, departure and return of prisoners, and other information contained in CORMIS.)		Retire to FRC Atlanta or FRC Los Angeles when 2 years old or when total accumulation is at least 1 cubic foot, whichever is later. Destroy when 25 years old.	30	N1-NU-93-7 / 1640/4/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000-21	Family Advocacy Case Files - Substantiated and Unsolved:	Information relating to substantiated and unsolved cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are Child/Spouse Abuse Incident Reports DD Form 2404 (Child/Spouse Abuse Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police reports, CID report, and other pertinent investigative reports and supportive data, evaluation of cases, record of services and counseling provided, treatment data and related documents. Includes central registry of family advocacy cases.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy when 30 years old.	x		
1754.3a	FAMILY SUPPORT PROGRAMS	3. Family Advocacy Case Files. Case files, copies of medical records, investigative reports, committee findings, correspondence, and related supportive records documenting abuse, neglect, or maltreatment of family members. a. Central Registry Records at Naval Medical Information Management Center, Bethesda and Headquarters Marine Corps.		Cutoff annually. Transfer to WNRC when 4 years old. Destroy when 25 years old.	30	NC1-NU-81-2 / 6320/3/A	
1754.3b(1)	FAMILY SUPPORT PROGRAMS	3. Family Advocacy Case Files. Case files, copies of medical records, investigative reports, committee findings, correspondence, and related supportive records documenting abuse, neglect, or maltreatment of family members. b. Family Advocacy Case Records (secondary medical records) at BUMED Activities and Installation Family Service Centers. Documents relating to substantiated and unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are Child/Spouse Abuse Incident Reports DD Form 2404 (Child/Spouse Abuse Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police reports, CID report, and other pertinent investigative reports and supportive data, evaluation of cases, record of services and counseling provided, treatment data and related documents. (1) Substantiated Cases and Unsubstantiated-Unsolved Cases:		Cut off and transfer to NPRC (MPR) National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132, 2 years after the end of the calendar year in which the case reviewed committee determination was made or treatment ends. Destroy as a family group 25 years after the end of the calendar year in which the case review committee determination was made or treatment ends. Note: Unsubstantiated-Unsolved Cases may be transferred to social work services or other mental health treatment or continued as a voluntary at-risk case, or they may be used in combination with "Unsubstantiated-Unresolved" reports to create sufficient information for a substantiated report.	30	N1-330-01-2 / 21/A	
1000-22	Education and Training Course Planning:	Information relating to the planning and development of courses and training publications. This includes but is not limited to syllabi; lesson plans; instructional material; and correspondence relating to the planning of courses, course material, or training publications.		TEMPORARY: Cutoff when superseded or obsolete. Destroy 10 years after cutoff. Longer retention authorized if needed.	x		
1500.2	GENERAL TRAINING AND EDUCATION RECORDS	2. ADMINISTRATIVE RECORDS. Records relating to the day-to-day administration and operation of educational and training institutions. Included are syllabi, lesson plans, instructional material, class lists and rosters, schedules, correspondence with or about individual personnel, instructors' reports, nutrition reports, and other records. Records are accumulated primarily at individual schools and training institutions. (Exclude records of the Naval War College, the Armed Forces Staff College, and the Naval Academy.)		Retain on board. Destroy when superseded, obsolete, or no longer needed for reference, except for course materials accumulated by the Marine Corps Institute relating to correspondence courses which should be refiled to nearest FRC 4 years after supersession and destroyed 10 years after transfer to FRC.	10	N1-NU-86-1 / 1500/2	Moved up to be with like records. Also found in gen. cor. Because two dispositions listed in this schedule item.
1520.3d	OFFICER TRAINING RECORDS	3. NAVAL WAR COLLEGE (NAVWARCOL) RECORDS. d. NAVWARCOL Lectures.		DO NOT DESTROY. Disposition is not authorized.	u	DO NOT DESTROY	moved up to be with like records
1520.3g	OFFICER TRAINING RECORDS	g. Class (Course Instruction) Records. Files include presentations, conference reports, records regarding class problems, and related records prepared by the NAVWARCOL to fulfill its mission.		Retain on board. Destroy when no longer needed.	e	N1-NU-86-1 / 1520/3/G	
1550.1	INSTRUCTION COURSES AND TRAINING MATERIALS RECORDS	1. ACTIVITIES TRAINING MATERIALS. Files include syllabic and technical instructional (course or other) material. (Other than program material covered in par. 1500.1.) (See also par. 10170.)	superseded, canceled	Retain on board. Destroy when superseded, canceled, or no longer needed for training purposes, as research material, or for reference in developing future training courses, whichever is earliest.	e	N1-NU-86-1 / 1550/1	Moved up to be with like records.
1552.3b	TRAINING PUBLICATIONS RECORDS	3. NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY (NETPMA) PUBLICATIONS RECORDS. b. Planning Files. Correspondence relating to the planning and development of courses and publications (including manuals) prepared by the Center. Contains official correspondence on the preparation or publication of a text or manual, including recommendations and comments and papers related costs and technical matt		Transfer to nearest FRC when 5 years old. Destroy when 10 years old.	10	N1-NU-86-1 / 1552/3/B	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1554.1a	COMPUTER MANAGED INSTRUCTION RECORDS	1. GENERAL CORRESPONDENCE FILES. Files and other records that document the overall management and organization, quantitative information, studies, planning data, background rationale, and statistical summaries. a. Original Paper Copy. (Other than data described in par. 1554.1b.)		Retain on board. Destroy when 10 years old or no longer required for research or reference in developing new operations, whichever is earlier.	10	N1-NU-86-1 / 1554/1/A	
9088.1	PERSONNEL AND TRAINING RECORDS	1. Personnel and Training Records. Correspondence, memoranda, studies, reports and similar documents that identify manning requirements, special qualifications and training requirements for new programs and electronic systems. Included is course development documentation. These records are accumulated by program/life cycle managers.		Retire to FRC when 2 years old. Destroy when 10 years old.	10ee	N1-NU-89-3 / 9088/4ee	moved from ch. 9 to ch. 1 to align with correct function.
1000-23	Morale and Welfare Program Management:	Information relating to the execution of plans, policies, programs, and procedures relating to the Department of the Navy, U.S. Navy, and U.S. Marine Corps morale and welfare program maintained by activities, departments, divisions, and other organizational units.		TEMPORARY: Cutoff at CY. Destroy when 10 years old.	1x		
1710.2a	RECREATION AND SOCIAL AFFAIRS RECORDS	2. POLICY PAPERS/PRECEDENT FILES. Files relating to recreation activities such as instructions, directives, and other documents; establishing policies, procedures, and precedents for operation, review, etc., of morale, welfare, and recreation facilities, activities, and programs. a. Records Concerning Ongoing Actions of the Non-appropriated Fund Instrumentality. Letters of authorization to commence operation, change in mission, permanent waiver to regulations, etc.		Retain on board. Transfer to nearest FRC when no longer needed. Destroy when 10 years old.	10	N1-NU-86-1 / 1710/2/A	Installations
1746.2a	MESSES RECORDS	2. POLICY PAPERS/PRECEDENT FILES. Files such as selected instructions, directives, and documents relating to messes and consolidated package store activities. a. Ongoing Actions of the Non appropriated Fund Instrumentality Records. Letters of authorization to commence operation, change in mission, permanent waiver to regulations, etc.		Transfer to nearest FRC when no longer needed. Destroy 10 years after transfer.	1Dee	N1-NU-86-1 / 1746/2/A	Installations
1710.5a	RECREATION AND SOCIAL AFFAIRS RECORDS	5. "Marine Corps Marathon" Races and Event Series Database. The purpose of the database is to register for a running event or volunteer opportunity. If there is a cost associated with a registration, a payment is facilitated through a third-party merchant payment processor. The "Marine Corps Marathon" administrators can retrieve, analyze, and edit registrant data and form elements. Records range from 1975 until 2014, with online registration beginning in 2004 to present. a. Master Files		Cut off every four years for electronic storage on CDs. Destroy 10 year(s) after CUT OFF.	10	DAA-0127-2014-0023-0002	since ERA
1000-24	Confinement Records - Return of Personal Property:	Information pertaining to the custodianship of personal funds and property of prisoners confined in Navy Brigs and reflecting accountability for the receipt, disbursement, or other disbursement of such funds and property. These files include individual and summary receipt vouchers, statement of prisoner's accounts; petty cash vouchers; summary disbursement vouchers; record of prisoner's personal deposit funds; requests for withdrawal and notification of expenditure of prisoner's personal funds; prisoner's cash account records and personal property lists; personal property transmittal slip; request slip for withdrawal of personal property; personal property permit; request and receipt for health and comfort supplies; activity reports; custodian's certificates; checkbooks, including cancelled checks and check stubs; bank statements; and similar documents.		TEMPORARY: Cutoff at release of prisoner. Destroy when 10 years old.	1x		
1640.7	CONFINEMENT RECORDS	7. RECORDS OF PERSONAL PROPERTY AND FUNDS OF MEMBERS CONFINED. Documents pertaining to the custodianship of personal funds and property of prisoners confined in Navy Brigs and reflecting accountability for the receipt, disbursement, or other disbursement of such funds and property. These files include individual and summary receipt vouchers, statement of prisoner's accounts; petty cash vouchers; summary disbursement vouchers; record of prisoner's personal deposit funds; requests for withdrawal and notification of expenditure of prisoner's personal funds; prisoner's cash account records and personal property lists; personal property transmittal slip; request slip for withdrawal of personal property; personal property permit; request and receipt for health and comfort supplies; activity reports; custodian's certificates; checkbooks, including cancelled checks and check stubs; bank statements; and similar documents.		Destroy 10 years after release of prisoner.	10	N1-NU-93-7 / 1640/7	
1000-27	Evidence of Training/Education:	Information relating to attempted and/or completed training/education other than information maintained in service record. This includes but is not limited to transcripts, student performance records, College/Academy class rosters and individual student jackets. Evidence of in-training service can be found in schedule items 1000-2, OMPF and 1000-8, Student Records - Master Files.	training completion or disenrollment	TEMPORARY: Cutoff at completion of training or disenrollment. Destroy 7 years after cutoff.	1x		
1136.1a	RECRUITER TRAINING RECORDS	1. RECORDS OF TRAINING COMPLETED FOR THE PROFESSIONAL DEVELOPMENT OF RECRUITERS. Files other than those maintained in service records. a. Recruiters Removed from Recruiting Duty.		Destroy when 1 year old.	3	N1-NU-86-1 / 1136/1/A	moved up to be with like records

SSIC/No.	Series/Title	Description of Records	Cutoff	Disposition	Ret.	DAU	NOTES
1136.1b	RECRUITER TRAINING RECORDS	1. RECORDS OF TRAINING COMPLETED FOR THE PROFESSIONAL DEVELOPMENT OF RECRUITERS. Files other than those maintained in service records. b. Recruiters not removed from Recruiting Duty.	tour completion	Retain on board. Destroy 4 years after tour completion.	7	N1-NU-86-1 / 1136/1/B	
1410.3a	REQUIREMENTS AND QUALIFICATIONS RECORDS	3. ROSTERS OF GRADES MADE ON QUALIFYING EXAMINATIONS. a. Rosters for Naval Academy Entrance Examinations.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-1 / 1410/3/A	
1533.3b	RESERVE OFFICER TRAINING CORPS (ROTC) RECORDS	3. INDIVIDUAL STUDENT OFFICIAL RECORD CARDS (OR FORMS) OR TRANSCRIPTS OR STATEMENTS OR ACADEMIC RECORDS. Must contain information about courses attended, length of courses, whether or not completed, (if completed), and pertinent remarks, such as reason for disenrollment or failure to complete courses. b. Officers Not Commissioned.	training completion	Cut off and transfer to NPRC (MPR) 6 months after completion of training or disenrollment. Destroy 5 years after cut-off.	7	N1-NU-86-1 / 1533/3/B	
1534.1	MERCHANT MARINE AND MARITIME RECORDS	1. STUDENT PERFORMANCE RECORDS.	student graduation	Retain on board. Destroy 3 years after student graduates.	3	N1-NU-86-1 / 1534/1	moved up to be with like records

1000-28	Promotion, Advancement and Career Planning:	Information relating to promotion, advancement, and career planning. This includes but is not limited to examination statistics, promotion board case files, and promotion history record.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy when 7 years old.	x		
1000.4f	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. f. Officer Selection Promotion Board Records. Files consisting of correspondence and other records accumulated by naval examining boards relating to recommendations or actions regarding officer promotions, suspension of promotions, re-examinations, submission of additional information, re-determination of qualifications for promotion of candidates who have failed in one or more subjects before a supervisory examining board, or whose records show matter adverse to promotion qualifications and other similar matter.		Retain on board. Destroy when 4 years old.	7	N1-NU-86-1 / 1000/4/F	
1400.4a	GENERAL PROMOTION AND ADVANCEMENT RECORDS	4. NAVAL EXAMINING CENTER RECORDS a. Statistical Data.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-1 / 1400/4/A	
1400.4b	GENERAL PROMOTION AND ADVANCEMENT RECORDS	4. NAVAL EXAMINING CENTER RECORDS b. Reports of Investigations. Reports other than district intelligence offices studies that are to be returned to appropriate district intelligence offices upon completion of requirements for studies.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-1 / 1400/4/B	
1400.4e	GENERAL PROMOTION AND ADVANCEMENT RECORDS	4. NAVAL EXAMINING CENTER RECORDS e. Summary Compilations and Reports of 1400.4c and 1400.4d		Retain on board. Destroy when 5 years old.	7	N1-NU-86-1 / 1400/4/E	
1402.2	SELECTION BOARDS' RECORD OF PROCEEDINGS RECORDS (RESERVE)	2. INFORMATION CONCERNING INDIVIDUAL OFFICERS. All information concerning individual officers, that is provided to an active duty list promotion selection board for their consideration in selecting officers for promotion. Records may include copies of fitness reports, summaries of service, written communications to the board by officers under consideration, and similar documentation. Records may be in hard copy or microform.		DISPOSITION: Destroy when 7 years old.	7	N1-NU-92-11 / 1	
1421.1a	TEMPORARY PROMOTIONS RECORDS	1. OFFICER'S PROMOTION HISTORY RECORDS. Navy officer's precedence record, maintained by NAVMILPERSCOM, provides a record of temporary promotion of officers. a. Regular Naval Officers Who are Retired from Active Duty or Report to Enlisted Status.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-1 / 1421/1/A	
1421.1c	TEMPORARY PROMOTIONS RECORDS	1. OFFICER'S PROMOTION HISTORY RECORDS. Navy officer's precedence record, maintained by NAVMILPERSCOM, provides a record of temporary promotion of officers. c. Officers Precedence Records. (2) Master microfilm negatives of officer precedence record.	wnln	Retain on board. Destroy when no longer needed.	e	N1-NU-86-1 / 1421/1/C	moved up to be with like records
1426.1	PERMANENT PROMOTION RECORDS	1. OFFICER PROMOTIONS HISTORY RECORD. Navy officer's precedence record, maintained by NAVMILPERSCOM, provides a record of permanent promotion of officers.		Apply 1421.1. Retain on board. Destroy when 5 years old.	u	N1-NU-86-1 / 1426/1	
1427.1	RANK AND PRECEDENCE RECORDS	1. OFFICER PROMOTION HISTORY RECORD. Officer Precedence Record (NAVPERS 1430/3) maintained by NAVMILPERSCOM provides a chronological record of regular and reserve officers rank and precedence.		Apply 1421.1. Retain on board. Destroy when 5 years old.	u	N1-NU-86-1 / 1427/1	

1000-29	Recruiting Program Management:	Information relating to the operation of the recruiting program. This includes but is not limited to project case files, pre-enlistment/enlistment papers, applications, individual applicant data cards (summaries), and correspondence relating to internal investigations of recruiting irregularities.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy when 5 years old.	x		(\$) Common across chapters. Need a common description for each.
1120.2	RECRUITING PLANS AND POLICY RECORDS	2. CASE FILES RELATED TO SPECIFIC SUBJECTS.		Retain on board. Destroy when 5 years old or when no longer needed for reference, whichever is earlier.	7	N1-NU-86-1 / 1120/2	
1121.2	RECRUITING POLICY RECORDS	2. CASE FILES RELATED TO SPECIFIC SUBJECTS. Delayed Entry Program (DEP), other service veteran recruiting, foreign national recruiting, rating, etc.		Destroy when 5 years old or when no longer needed for reference, whichever is earlier.	7	N1-NU-86-1 / 1121/2	
1131.1	OFFICER RECRUITING RECORDS	1. CONTROL CARD RECORDS AND SUMMARY RECORD FORMS. Files showing status of applications and their dispositions.	applicant commissioned / applicant denied	Retain on board. Destroy when applicant is commissioned or 5 years after applicant is rejected, whichever is earlier.	7	N1-NU-86-1 / 1131/1	
1133.3	ENLISTED RECRUITING RECORDS	3. PRE-ENLISTMENT AND ENLISTMENT PAPERS FOR ENLISTED PERSONNEL. Correspondence and related papers, including copies of investigations, reports of medical examinations, age or birth certificates, consents of parents, waivers, police record checks, and other enlistment data or papers. (Official record copies of birth certificates, endorsements, consents of parents, or waivers are to be filed in individual's official Navy Service Record folder when applicant is rejected, whenever possible.)	applicant accepted or denied	Cut off when applicant is accepted or rejected. Transfer to FRC when 1 year old. Destroy when 4 years old.	7	N1-24-80-1 / 1	
1133.4a	ENLISTED RECRUITING RECORDS	4. CARD (SUMMARY) RECORDS OR INDIVIDUAL DATA CARDS OF ACCEPTED AND REJECTED APPLICANTS FOR ENLISTMENT IN THE NAVAL SERVICES. a. Records at an Active Recruiting Station.		Retain on board. Destroy when 5 years old.	7	N1-NU-86-1 / 1133/4/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1133.4b	ENLISTED RECRUITING RECORDS	4. CARD (SUMMARY) RECORDS OR INDIVIDUAL DATA CARDS OF ACCEPTED AND REJECTED APPLICANTS FOR ENLISTMENT IN THE NAVAL SERVICES. b. Records from a Disestablished Recruiting Station.		Forward Navy applicants' cards not yet 5 years old to the Navy Recruiting District or other recruiting station that will assume responsibility for the recruiting program formerly administered by the disestablished activity.	7	NL-NU-96-1/ 1133/4/B	note a real retention
1137.1b	RECRUITING IRREGULARITIES RECORDS	1. CORRESPONDENCE REGARDING RECRUITING IRREGULARITIES, includes investigations into allegations of recruiting irregularities, letters, messages, and records of trial in which allegations are presented, discussed, and resolved. b. BUPERS Records.		Retain on board. Destroy when no longer needed.		NL-NU-96-1/ 1137/1/B	moved up to be with like records
1000-30	Veteran's Educational Benefits:	Information relating to veteran's educational benefits including correspondence with veterans, the Department of the Navy, Department of Veteran's Affairs, and veterans organizations and associations.	Trigger(s)	TEMPORARY: Cutoff at CV. Destroy when 4 years old.	k		
1780.5	EDUCATIONAL BENEFITS RECORDS	6. FILES CONCERNING VETERANS' EDUCATIONAL BENEFITS AND RELATED PROBLEMS. File consisting of information correspondence with veterans, the Department of the Navy, Veterans Administration, and veterans organizations and associations.		Destroy when 4 years old.	7	NL-NU-96-1/ 1780/5	
1000-31	IMAPMIS - Tape Version of Records	Tape version of records for Inactive Manpower and Personnel Management Information System (IMAPMIS).	Trigger(s)	TEMPORARY: Cutoff at CV. Destroy when 6 years old.	k	NL-NU-93-8	[[1] way too specific-GRS 20.8 for IS backup tapes Indicate a w/in retention
1070.174(3)	PERSONNEL RECORDS	12. THE INACTIVE MANPOWER PERSONNEL MANAGEMENT INFORMATION SYSTEM (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reserve, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS); it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision - making support models. d. OFFICER ATTRITION FILE carries entire personnel records for all Officers from the Navy Reserve or Fleet Reserve - or for Retired Navy Officers - who are lost to Navy strength. 13. THE ENLISTED PERSONNEL INFORMATION SYSTEM (EMPIRES) maintains the official automated personnel records for Naval Inactive Reserve, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, EMPIRES provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS); it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision - making support models. c. ENLISTED ATTRITION FILE carries entire personnel records for all Enlisted Personnel from the Navy Reserve or Fleet Reserve - or for Retired Navy Enlisted Personnel - who are lost to Navy strength. (3) Tape Version of Records.		TEMPORARY: Maintain on tape a copy of the records of all officers lost to Navy strength during the past five years. Delete records when they are six years old.	7	NL-NU-93-8	
1070.174(3)	PERSONNEL RECORDS	12. THE INACTIVE MANPOWER PERSONNEL MANAGEMENT INFORMATION SYSTEM (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reserve, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS); it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision - making support models. c. ENLISTED ATTRITION FILE carries entire personnel records for all Enlisted Personnel from the Navy Reserve or Fleet Reserve - or for Retired Navy Enlisted Personnel - who are lost to Navy strength. (3) Tape Version of Records.		TEMPORARY: Maintain on tape a copy of the records of all enlisted personnel lost to Navy strength during the past five years. Delete records when they are six years old.	7	NL-NU-93-8	
1000-32	Active Personnel Records:	Information used for reference while military personnel are active which is not included in Official Military Personnel File (OMPF) upon separation. This includes but is not limited to evaluation reports, career counselor records, routine out-processing documentation, and related information. a. Marine Corps Total Force Resettlement System (TRRS); TRRS is a web-enabled application that provides access to multiple databases and integrates workflow and information on personnel retention requirements. The purpose of the system is to track and monitor career planning for reenlistment, extension, lateral moves, overseas extensions, and special duty assignments of personnel. This application assists in overall recruitment goals and assignments. a. Master files include Individual Marine personnel identification data such as name, rank, SSN, date and place of birth; unit/billet assignment; date of enlistment; personal contact information; Military Occupational Specialty (MOS) or job description; promotion location and pay; and education and training. 3. REENLISTMENT INTERVIEW REPORTS a. Reenlistment Interview Sheet. 3. ENLISTED EVALUATION REPORTS. b. Individual is Separated from the Service. 3. REENLISTMENT INTERVIEW REPORTS b. Career Counselor Record.	separation of Individual	TEMPORARY: Cutoff upon separation of individual. Destroy 5 years after cutoff.	k		
1040.4a	RETENTION/CAREER PLANNING RECORDS		separation of Individual	Destroy 4 years after separation or discharge.	7	NL-327-09-7 / 1	
1230.3a	TESTING AND INTERVIEWING RECORDS	3. REENLISTMENT INTERVIEW REPORTS a. Reenlistment Interview Sheet.	separation of Individual	Retain on board. Destroy after separation or reenlistment of individual interviewee.	6	NL-NU-96-1/ 1230/3/A	moved up to be with like records
1230.3b	ENLISTED RECORDS	3. ENLISTED EVALUATION REPORTS. b. Individual is Separated from the Service.	separation of Individual	Destroy after individual is separated from the service.	6	NL-NU-96-1/ 1230/3/B	moved up to be with like records
1230.3b	TESTING AND INTERVIEWING RECORDS	3. REENLISTMENT INTERVIEW REPORTS b. Career Counselor Record.	separation of Individual	Retain on board. Destroy 6 months after separation or release from active duty.	6 mo	NL-NU-96-1/ 1230/3/B	moved up to be with like records
1300.2	GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS	2. INTRA-ACTIVITY ASSIGNMENT RECORDS FOR OFFICER AND ENLISTED PERSONNEL	separation of Individual	Destroy when 2 years old or when service member is detached, whichever is earlier.	3	NL-NU-96-1/ 1300/2	moved up to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1300.5a	GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS	5. Marine Corp Reserve Order Writing System. This is the computerized automated order writing system for the Marine Corps Reserves (MARFORRES). It automates the order writing process from the initial request for orders through the final settlement of those orders and includes the capability to track the orders throughout the process for Marine Corps Reserve Personnel only. Also provides such tracking information such as: Where the orders request is within the routing process, how long it has been in each step within the routing process, and who completed the action at each step with the routing process. a. Master files include but are not limited to personnel information such as Name, Rank, SSN, Military Occupational Specialty (MOS), Fund Approval, Military and DON Bar-Name tables	separation of individual	Close files annually at the end of the fiscal year. Destroy/delete 5 years after the separation or discharge of the service member. (N1-127-08-6)	7	N1-127-08-6 / 1	
132D.3	ORDERS TO PERSONNEL RECORDS	3. REASSIGNMENT OR DETACHMENT CLEARANCE SLIPS FOR OFFICER AND ENLISTED PERSONNEL.	separation of individual	Retain on board. Destroy 6 months after individual is detached or reassigned.	6 mo	N1-NU-86-1 / 1320/3	moved up to be with like records
1426.2c	PERMANENT PROMOTION RECORDS	2. ACCEPTANCES AND OATH OF OFFICE FOR ACTIVE DUTY AND INACTIVE DUTY OFFICERS. c. Microfilm Master Negatives of Copy Maintained by CHNAVPER.	separation of individual	Retain on board. Destroy 5 years after individual is released from active duty, discharged, or retired, whichever is earliest.	7	N1-NU-86-1 / 1426/2/A	
1616.3a	ENLISTED PERFORMANCE AND CONDUCT RECORDS	3. ENLISTED EVALUATION REPORTS. a. When individual is separated from the Service. 1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. e. Voluntary Clinical Counseling Records. Contains client records and case folders including assessments and clinical contact notes, treatment plans and summaries, administrative notes, and any supporting data assembled relevant to the counseling provided. 2. Master Database Records	separation of individual	Retain on board. Destroy after separation.	e	N1-NU-86-1 / 1616/3/A16	moved up to be with like records
1754.1e(2)	FAMILY SUPPORT PROGRAMS	e. Voluntary Clinical Counseling Records. Contains client records and case folders including assessments and clinical contact notes, treatment plans and summaries, administrative notes, and any supporting data assembled relevant to the counseling provided. 2. Master Database Records	separation of individual	Cutoff upon case closure. Destroy 5 years after cutoff.	7	DAA-428-2012-0004-0006	
1900.4	GENERAL SEPARATION RECORDS	4. WORK OR CHECK OFF SHEET CARDS OR OTHER RECORDS. Files used locally for billeting, bunking, certification, or processing purposes.	separation of individual	Retain on board. Destroy after individual is separated.	e	N1-NU-86-1 / 1900/4	moved up to be with like records
1000-34	General Correspondence (Military Personnel):	Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps military personnel programs.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy when 3 years old.	x		
1000.2a	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	2. MILITARY PERSONNEL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AND MARINE CORPS MILITARY PERSONNEL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING PERSONNEL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY AND MARINE CORPS-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY PARAGRAPH 1000.1). THESE RECORDS INCLUDE: a. Correspondence relating to personnel actions involving specific individuals (except for files relating to precedent and/or highly significant actions, accumulated by higher echelon offices responsible for Navy and Marine Corps-wide policies which should be filed under paragraph 1000.I).		Destroyed in accordance SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: retain on board until records are 2 years old. Earlier disposal is authorized if records are no longer needed for current operations. NOTE: Care must be taken when apply this disposition. Permanent records are included.	3	N1-NU-86-1 / 1000/2/A16	
1000.2b	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	2. MILITARY PERSONNEL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AND MARINE CORPS MILITARY PERSONNEL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING PERSONNEL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY AND MARINE CORPS-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY PARAGRAPH 1000.1). THESE RECORDS INCLUDE: b. Routine requests for information concerning Navy and Marine Corps personnel policies that do not involve the establishment or revision of a policy.		Destroyed in accordance SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: retain on board until records are 2 years old. Earlier disposal is authorized. If records are no longer needed for current operations.	3	N1-NU-86-1 / 1000/2/B16	
1000.2c	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	2. MILITARY PERSONNEL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AND MARINE CORPS MILITARY PERSONNEL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING PERSONNEL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY AND MARINE CORPS-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY PARAGRAPH 1000.1). THESE RECORDS INCLUDE: c. Comments on directives, studies, reports, and other issuances accumulated by offices not responsible for the establishment or revision of a policy.		Destroyed in accordance SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: retain on board until records are 2 years old. Earlier disposal is authorized. If records are no longer needed for current operations.	3	N1-NU-86-1 / 1000/2/C	
1000.2d	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	2. MILITARY PERSONNEL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AND MARINE CORPS MILITARY PERSONNEL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING PERSONNEL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY AND MARINE CORPS-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY PARAGRAPH 1000.1). THESE RECORDS INCLUDE: d. Issuances prepared by lower echelon offices, which merely transmit or adapt for local conditions policies and procedures established by higher-level offices and related background papers.		Destroyed in accordance SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: retain on board until records are 2 years old. Earlier disposal is authorized if records are no longer needed for current operations.	3	N1-NU-86-1 / 1000/2/D	deleted

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000.2d	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	2. MILITARY PERSONNEL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AND MARINE CORPS MILITARY PERSONNEL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING PERSONNEL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY AND MARINE CORPS-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY PARAGRAPH 1000.1). THESE RECORDS INCLUDE: d. Issuances prepared by lower echelon offices, which merely transmit or adapt for local conditions policies and procedures established by higher-level offices and related background papers.		Destroyed in accordance SSICS for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: retain on board until records are 2 years old. Earlier disposal is authorized if records are no longer needed for current operations.	3	N1-NU-86-1 / 1000/2/E	deleted
1000.2f	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	2. MILITARY PERSONNEL GENERAL CORRESPONDENCE. RECORDS ACCUMULATED IN CONNECTION WITH THE ROUTINE, DAY-TO-DAY, ADMINISTRATION AND OPERATION OF NAVY AND MARINE CORPS MILITARY PERSONNEL PROGRAMS. THESE RECORDS ACCUMULATE PRIMARILY AT OPERATING PERSONNEL OFFICES RESPONSIBLE FOR IMPLEMENTING AND ADMINISTERING POLICIES AND PROGRAMS ESTABLISHED BY HIGHER ECHELON OFFICES, BUT THEY ALSO MAY BE ACCUMULATED BY HIGHER ECHELON OFFICES RESPONSIBLE FOR NAVY AND MARINE CORPS-WIDE POLICIES AND PROGRAMS IN CONNECTION WITH THEIR ROUTINE, DAY-TO-DAY OPERATIONS (AS OPPOSED TO THEIR ACTIVITIES COVERED BY PARAGRAPH 1000.1). THESE RECORDS INCLUDE: f. Records relating to any other aspects of military personnel administration exclusive of records appropriate for filing under paragraph 1000.1.		Destroyed in accordance SSICS for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: retain on board until records are 2 years old. Earlier disposal is authorized if records are no longer needed for current operations. NOTE: Care must be taken when apply this disposition. Permanent records are included.	3	N1-NU-86-1 / 1000/2/F	
1000.3a	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	3. CORRESPONDENCE WITH INDIVIDUALS, THIRD PARTIES, PRIVATE ASSOCIATIONS OR OTHER ACTIVITIES OR AGENCIES. Correspondence concerning military personnel matters (less correspondence filed in service records or in official military personnel files) normally filed by subject. a. Navy Activities.		Retain on board. Destroy when 2 years old.	3	N1-NU-86-1 / 1000/3/A	
1000.3b	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	3. CORRESPONDENCE WITH INDIVIDUALS, THIRD PARTIES, PRIVATE ASSOCIATIONS OR OTHER ACTIVITIES OR AGENCIES. Correspondence concerning military personnel matters (less correspondence filed in service records or in official military personnel files) normally filed by subject. b. Marine Corps Field Activities.		Destroy when 2 years old.	3	N1-NU-86-1 / 1000/3/B	
1000.4b	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. b. General Correspondence Files. Files relating to precepts, administrative regulations, procedures and standards, reports, correspondence, minutes of meetings, docket books, and organizational papers dealing with policies of boards and councils		Destroy when 2 years old.	3	N1-NU-86-1 / 1000/4/B	
1000.4c	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. c. Correspondence with Individuals, Interested Parties, Activities, and Organizations. Files concerned with matters under board's or council's jurisdiction, cases in process or being considered, or requests for information relating to general policies and procedures of the board or council.		Destroy when 2 years old.	3	N1-NU-86-1 / 1000/4/C	
1000.5	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	5. GENERAL CORRESPONDENCE FILES. Reports and other records relating to military personnel, operation, and administration of military personnel matters including classification, assignment and distribution, promotion and advancement, training and education, morale, welfare, and personal affairs which are related to shipboard supervision and administration of military personnel and military personnel matters.		Destroy when 2 years old.	3	N1-NU-86-1 / 1000/5	
1001.2	RESERVE POLICIES AND PROGRAMS RECORDS	2. GENERAL CORRESPONDENCE FILES. Records relating to naval reserve personnel matters.		Apply SSIC 1000.2	3	N1-NU-86-1 / 1001/2	
1001.4	RESERVE POLICIES AND PROGRAMS RECORDS	4. CORRESPONDENCE WITH INDIVIDUALS. Files relating to the Navy Reserve.		Destroy when 1 year old.	3	N1-NU-86-1 / 1001/4	
1001.3	RESERVE POLICIES AND PROGRAMS RECORDS	3. PAY AND NON PAY NAVY RESERVE ORGANIZATION FILES. Correspondence, reports, and related papers regarding the local administration and operation of the unit. Include organization's correspondence with COMNAVRESFOR and Navy Reserve Readiness Commands, copies of correspondence with departmental bureaus and offices, intra-organizational memoranda; personnel assignments; briefs; schedules; and other similar materials.		Destroy when 2 years old.	3	N1-NU-86-1 / 1001/3	
1010.1	INSPECTIONS RECORDS	1. INSPECTION REPORTS. Files, other correspondence, and documents concerning routine military personnel inspections.		Destroy when 2 years old.	3	N1-NU-86-1 / 1010/1	
1020.1b	UNIFORMS RECORDS	1. UNIFORM CORRESPONDENCE FILES. b. General, or All Other Correspondence.		Destroy when 2 years old or purpose is served, whichever is earlier.	3	N1-NU-86-1 / 1020/1/B	
1040.2	RETENTION/CAREER PLANNING RECORDS	2. GENERAL CORRESPONDENCE FILES. Files created by offices and activities concerned with retention/career planning that relate to routine internal operations and administration.		Apply par. 1000.2.	3	N1-NU-86-1 / 1040/2	
1080.1	PERSONNEL ACCOUNTING RECORDS	1. GENERAL CORRESPONDENCE RECORDS. Files and related papers pertaining to the operation of personnel accounting/manpower information functions. (Exclude primary program files covered under 1000.1.)		Apply SSIC 1000.2	3	N1-NU-86-1 / 1080/1	
1100.1	GENERAL RECRUITING RECORDS	1. GENERAL CORRESPONDENCE FILES. Records relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, including those concerning the officers' aviation program and direct or service appointments; recruiting reports not specifically authorized for other disposition; and correspondence with civilian committees or organizations or with other activities or offices. (Exclude primary program correspondence filed under 1000.1.)		Apply par. 1000.2.	3	N1-NU-86-1 / 1100/1	
1110.1	RECRUITING ADMINISTRATION AND LOGISTICS RECORDS	1. CORRESPONDENCE AND FORMS. Files relating to support of the Navy Recruiting Command (NAVCRUITCOMI) mission.		Destroy when 2 years old.	3	N1-NU-86-1 / 1110/1	

SSIC/No.	Series Title	Description of Records	Control	Disposition	Ret.	DAU	Notes
1110.3	RECRUITING ADMINISTRATION AND LOGISTICS RECORDS	3. CORRESPONDENCE/REPORTS IN SUPPORT OF THE HOMETOWN AREA RECRUITING PROGRAM (HARP), OFFICER HOMETOWN AREA RECRUITING PROGRAM (OHARP), AND SENIOR MINORITY ASSISTANCE RECRUITING (SEMANIA) PROGRAM. 1. GENERAL CORRESPONDENCE FILES: Files relating to the day-to-day development and execution of plans and programs pertaining to manpower including manpower change requests effecting the establishment, disestablishment, organization, reorganization, and reallocation of assets of NAVCULTCOM. (Exclude primary program correspondence filed under SSC 1111.1.) 2. GENERAL CORRESPONDENCE FILES: Files relating to the development of major and long-range plans and policies for officer and enlisted procurement in both active and reserve programs. Include papers on resource changes, production monitoring, quota allocation, management information, automated data processing, statistical analysis of recruiting data, recruiting research, and responses to information requests from higher authority, other agencies, or units. (Exclude primary program records found in part 1000.1.) 3. GENERAL CORRESPONDENCE FILES: Records relating to the development and dissemination of recruiting policies to meet Navy's manpower requirements both in quality and quantity for officer and enlisted procurement for the active and reserve programs. Files include responses to information requests from higher authority, other agencies, and correspondence from other recruiting services, the Military Enlistment Processing Command, and Armed Forces Examination and Entrance Stations. 4. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 5. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 6. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Destroy when 2 years old.	3	NL-NU-92-30 / 1110/9	
1111.1	RECRUITING MANPOWER RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the development of major and long-range plans and policies for officer and enlisted procurement in both active and reserve programs. Include papers on resource changes, production monitoring, quota allocation, management information, automated data processing, statistical analysis of recruiting data, recruiting research, and responses to information requests from higher authority, other agencies, or units. (Exclude primary program records found in part 1000.1.) 2. GENERAL CORRESPONDENCE FILES: Files relating to the development and dissemination of recruiting policies to meet Navy's manpower requirements both in quality and quantity for officer and enlisted procurement for the active and reserve programs. Files include responses to information requests from higher authority, other agencies, and correspondence from other recruiting services, the Military Enlistment Processing Command, and Armed Forces Examination and Entrance Stations. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 4. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 5. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Apply par. 1000.2.	3	NL-NU-96-1 / 1111/1	
1120.1	RECRUITING PLANS AND POLICY RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the development and dissemination of recruiting policies to meet Navy's manpower requirements both in quality and quantity for officer and enlisted procurement for the active and reserve programs. Files include responses to information requests from higher authority, other agencies, and correspondence from other recruiting services, the Military Enlistment Processing Command, and Armed Forces Examination and Entrance Stations. 2. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 4. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Apply par. 1000.2	3	NL-NU-96-1 / 1120/1	
1121.1	RECRUITING POLICY RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 2. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Apply par. 1000.2.	3	NL-NU-96-1 / 1121/1	
1122.2	RECRUITING RESEARCH RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 2. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Destroy when 2 years old.	3	NL-NU-96-1 / 1122/2	
1130.1	RECRUITING OPERATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 2. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Destroy when 2 years old.	3	NL-NU-96-1 / 1130/1	
1131.3	OFFICER RECRUITING RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 2. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Destroy when 2 years old.	3	NL-NU-96-1 / 1131/3	
1132.1	OFFICER RECALL RECORDS	1. GENERAL CORRESPONDENCE AND FORMS: Files pertaining to an applicant for recall to extended active duty from an officer in the inactive naval reserve; specific items would include the officer's Application for Recall to Extended Active Duty (NAVPERS 1381/2), any endorsements and/or attachments thereto, the official Recall Staff Sheet (NAVPERS 144/5), letters notifying the applicant of the disposition of his/her request, and a copy of the orders recalling him/her to active duty. 2. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 4. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Destroy when 2 years old.	3	NL-NU-96-1 / 1132/1	
1133.1	ENLISTED RECRUITING RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 2. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Destroy when 2 years old.	3	NL-NU-96-1 / 1133/1	
1134.1	ENLISTED RECALL RECORDS	1. GENERAL CORRESPONDENCE AND FORMS: Files pertaining to recall to active duty of an enlisted member in the naval reserve; specific items would include Application for Recall to Active Duty (NAVPERS 1306/7), any endorsements or attachments thereto, or official requests and letters notifying the applicant of the final disposition of his/her request. 2. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 4. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Destroy when 2 years old.	3	NL-NU-96-1 / 1134/1	
1137.1A	RECRUITING IRREGULARITIES RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Requests from higher authority and other agencies or units. 2. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel. Include papers relating to the local administration of recruiting programs, recruiting reports not specifically authorized for other disposition, and correspondence with civilian committees or organizations or with other activities or offices. 3. GENERAL CORRESPONDENCE FILES: Files relating to the recruiting of officer and enlisted personnel, and other interrelated individuals. (Filed alphabetically by name.)		Destroy 1 year after case closed.	3	NL-NU-92-10 / 1137/1A	
1140.1	RECRUITING ADVERTISING RECORDS	1. GENERAL CORRESPONDENCE FILES: Files pertaining to the administration of recruiting advertising programs for officer and enlisted personnel. (Exclude primary program correspondence filed under paragraphs 1000.1.) 2. INVENTORY CORRESPONDENCE FOR EQUIPAGE UNDER THE CONTROL OF RECRUITING ADVERTISING DEPARTMENT (IAD). 3. All Other Correspondence.		Apply par. 1000.2.	3	NL-NU-96-1 / 1140/1	
1141.1b	RECRUITING ADVERTISING MATERIAL CONTROL RECORDS	1. GENERAL CORRESPONDENCE FILES: Files containing project history and approvals in agency/reading files, media files, and outgoing and incoming files. 2. GENERAL CORRESPONDENCE FILES: Files relating to the overall administration and management of recruiting support programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet which is filed under par. 1000.1.) 3. GENERAL CORRESPONDENCE FILES: Correspondence with commanding and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and equipment agencies relating to content of presentation and resource materials.		Destroy when 2 years old.	3	NL-NU-96-1 / 1141/1b	
1150.1	RECRUITING SUPPORT RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the overall administration and management of recruiting support programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet which is filed under par. 1000.1.) 2. GENERAL CORRESPONDENCE FILES: Correspondence with commanding and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and equipment agencies relating to content of presentation and resource materials.		Apply SSC 1000.2.	3	NL-NU-96-1 / 1150/1	
1152.1	SEA POWER PRESENTATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the overall administration and management of recruiting support programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet which is filed under par. 1000.1.) 2. GENERAL CORRESPONDENCE FILES: Correspondence with commanding and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and equipment agencies relating to content of presentation and resource materials.		Destroy when 2 years old.	3	NL-NU-96-1 / 1152/1	
1153.1	RECRUITING SUPPORT PROGRAM DEVELOPMENT RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the overall administration and management of recruiting support programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet which is filed under par. 1000.1.) 2. GENERAL CORRESPONDENCE FILES: Correspondence with commanding and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and equipment agencies relating to content of presentation and resource materials.		Apply par. 1000.2.	3	NL-NU-96-1 / 1153/1	
1154.1	RECRUITING SUPPORT AUDIOVISUAL RECORDS	1. GENERAL CORRESPONDENCE: Reports and other paperwork related to audiovisual, still photographic, and graphic arts matters including project arrangements, requests for service, local bid solicitation and responses, and feeder reports to higher authority. (See also para. 5290 through 5293.) 2. GENERAL CORRESPONDENCE FILES: Files relating to the overall administration and management of recruiting support programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet which is filed under par. 1000.1.) 3. GENERAL CORRESPONDENCE FILES: Correspondence with commanding and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and equipment agencies relating to content of presentation and resource materials.		Destroy when 2 years old.	3	NL-NU-96-1 / 1154/1	
1155.1	RECRUITING SUPPORT FLEET/COMMUNITY LIAISON RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the overall administration and management of recruiting support programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet which is filed under par. 1000.1.) 2. GENERAL CORRESPONDENCE FILES: Correspondence with commanding and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and equipment agencies relating to content of presentation and resource materials.		Apply par. 1000.2.	3	NL-NU-96-1 / 1155/1	
1156.1	RECRUITING SUPPORT EDUCATOR LIAISON RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the overall administration and management of recruiting support programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet which is filed under par. 1000.1.) 2. GENERAL CORRESPONDENCE FILES: Correspondence with commanding and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and equipment agencies relating to content of presentation and resource materials.		Destroy when 2 years old.	3	NL-NU-96-1 / 1156/1	
1210.1	OFFICER RECORDS	1. GENERAL CORRESPONDENCE FILES: Files relating to the overall administration and management of recruiting support programs. (Exclude primary program correspondence which includes a copy of the Advertising Plan and the Advertising Project Sheet which is filed under par. 1000.1.) 2. GENERAL CORRESPONDENCE FILES: Correspondence with commanding and individual members of the Sea Power Presentation Team including membership solicitations and applications, letters of designation, queries and exchange of program information, and correspondence with other commands and equipment agencies relating to content of presentation and resource materials.		Destroy when 2 years old or purpose is served, whichever is earlier.	3	NL-NU-96-1 / 1210/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1221.1	CLASSIFICATION CODES AND BULLET DESCRIPTIONS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 2 years old or purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1221/1	
1223.1	RANK, RATE, OR RATING STRUCTURE RECORDS	1. GENERAL CORRESPONDENCE FILES. General information relating to military personnel occupational specialties which encompasses related aptitudes, training, experience, knowledge and skills, as well as new grade structures within a rating.		Destroy when 2 years old, or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1223/1	
1231.1	OFFICER TESTING AND INTERVIEWING RECORDS	1. GENERAL CORRESPONDENCE FILES. General information on the testing and interviewing of officer personnel for purposes of classification and designation.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1231/1	
1236.1	ENLISTED TESTING AND INTERVIEWING RECORDS	1. GENERAL CORRESPONDENCE FILES. General information on the testing and interviewing of enlisted personnel for purposes of classification and designation.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1236/1	
1300.1	GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS	1. CORRESPONDENCE AND RELATED PAPERS (ENLISTED PERSONNEL ASSIGNMENT DOCUMENTS (EPADS), STANDARD TRANSFER ORDERS (STO'S) AND SPECIAL LETTER ORDERS).		Destroy when 2 years old.	3	NI-NU-86-1/1 1300/1	
1306.1	ENLISTED ASSIGNMENT AND DISTRIBUTION RECORDS	1. GENERAL CORRESPONDENCE FILES. General information on the assignment and distribution of enlisted personnel.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1306/1	
1330.1	PERSONNEL REQUESTS RECORDS	1. GENERAL CORRESPONDENCE FILES. General inquiries and correspondence relating to requests for personnel actions filed by military personnel.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1330/1	
1331.1	OFFICER REQUESTS RECORDS	1. GENERAL CORRESPONDENCE FILES. Documents and related papers on personnel requests filed by officers.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1331/1	
1336.1	ENLISTED REQUESTS RECORDS	1. GENERAL CORRESPONDENCE FILES. Documents and related papers on personnel requests filed by enlisted personnel.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1336/1	
1400.1	GENERAL PROMOTION AND ADVANCEMENT RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to the promotion and advancement of naval aviators. (Exclude primary program correspondence filed under SSIC 1000.1).		Apply par. 1000.2.	3	NI-NU-86-1/1 1400/1	
1401.1	SELECTIONS RECORDS	1. GENERAL CORRESPONDENCE FILES. Correspondence generated by selection process not specifically covered under SSIC 1400.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1401/1	
1412.1	OFFICER QUALIFICATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES. Records which relate to the internal operation and routine administration of officer qualifications matters and which are not specifically listed under SSIC 1410.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1412/1	
1414.1	ENLISTED QUALIFICATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES. Records which relate to the internal operation and routine administration of enlisted qualifications matters and which are not specifically listed under SSIC 1410.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1414/1	
1416.1	OFFICER EXAMINATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES. Correspondence relating to officer examinations not specifically filed under SSIC 1410.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1/1 1416/1	
1420.1	PROMOTIONS RECORDS	1. GENERAL CORRESPONDENCE FILES RELATING TO THE PROMOTION OF OFFICERS ON ACTIVE DUTY. Files include the review of applications because of removal or failure of selection, replies to individual letters regarding nonselection, correspondence with various naval activities, endorsement letters to selection boards, officers slated for promotion, and other similar matters.		Destroy when 2 years old.	3	NI-NU-86-1/1 1420/1	
1430.1	ADVANCEMENT IN RATE OR RATING RECORDS	1. GENERAL CORRESPONDENCE FILES RELATING TO ADVANCEMENTS OF RECRUITS.		Destroy when 1 year old.	3	NI-NU-86-1/1 1430/1	
1440.1	CHANGES IN RANK, RATE, OR RATING RECORDS	1. GENERAL CORRESPONDENCE FILES RELATING TO CHANGES IN RANK, RATE, OR RATING.		Destroy when 1 year old.	3	NI-NU-86-1/1 1440/1	
1500.1	ENLISTED TRAINING RECORDS	1. GENERAL CORRESPONDENCE RECORDS. Files relating to training of enlisted recruits and recruit training reports not specifically covered by other authorizations in this chapter. (Exclude primary program records covered in par. 1500.1.1)		Destroy when 2 years old.	3	NI-NU-86-1/1 1500/1	
1510.2b	ENLISTED TRAINING RECORDS	2. RECRUIT TRAINING RECORDS a. General Correspondence Files. Files relating to examining for advancement in rating, applications for completion of educational course. b. IN-SERVICE TRAINING PROGRAM RECORDS. General correspondence files and related records pertaining to in-service training for enlisted personnel.		Destroy when 1 year old.	3	NI-NU-86-1/1 1510/2b	
1510.4	ENLISTED TRAINING RECORDS	4. IN-SERVICE TRAINING PROGRAM RECORDS. General correspondence files and related records pertaining to in-service training for enlisted personnel.		Destroy when 2 years old.	3	NI-NU-86-1/1 1510/4	
1511.2	NUCLEAR POWER TRAINING (SUBJ) RECORDS- ENLISTED	2. GENERAL CORRESPONDENCE. Records relating to the routine, day-to-day administration and operation of these programs.		Destroy when 2 years old or when no longer needed, whichever is sooner.	3	NI-NU-86-1/1 1511/2	
1512.2a	NUCLEAR POWER TRAINING (SUBFACE) RECORDS- ENLISTED	2. GENERAL CORRESPONDENCE. Records relating to the routine, day-to-day administration and operation of these programs.		Destroy when 2 years old or when no longer needed, whichever is sooner.	3	NI-NU-86-1/1 1512/2a	
1513.2	RECRUIT TRAINING RECORDS	2. GENERAL CORRESPONDENCE FILES. Files relating to examining results for advancement in rating, applications for commissions, or educational courses at schools.		Destroy when 1 year old.	3	NI-NU-86-1/1 1513/2	
1514.1	RATING TRAINING RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 1 year old or no longer needed, whichever is earlier.	3	NI-NU-86-1/1 1514/1	
1520.1	OFFICER TRAINING RECORDS	1. ACTIVE/GENERAL CORRESPONDENCE FILES RELATING TO OFFICER TRAINING. (Exclude primary program correspondence records filed under 1500.1.1)		Apply par. 1500.2.	3	NI-NU-86-1/1 1520/1	
1521.1	JOINT AND ADVANCED TRAINING RECORDS- OFFICER	2. GENERAL CORRESPONDENCE AND OTHER DOCUMENTS. Files relating to curriculum planning and changes in curricula; student quota records, reports such as student and instructor reports, action, and progress reports relating to the internal operations and administration. (Exclude primary program records filed under 1500.1)		Apply par. 1000.2	3	NI-NU-86-1/1 1521/1	
1522.2a	NUCLEAR POWER TRAINING (SUBJ) RECORDS- OFFICER	2. GENERAL CORRESPONDENCE. Records relating to the routine, day-to-day administration and operation of these programs.		Destroy when 2 years old or when no longer needed, whichever is sooner.	3	NI-NU-86-1/1 1522/2a	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1523.2a	NUCLEAR POWER TRAINING (SURFACE) RECORDS- OFFICER	2. GENERAL CORRESPONDENCE. Records relating to the routine, day to day administration and operation of these programs. a. Housekeeping records.		Destroy when 2 years old or no longer needed, whichever is sooner.	3	N1-NU-86-1 / 1523/2/A	
1530.2a	OFFICER CANDIDATE TRAINING RECORDS	2. GENERAL CORRESPONDENCE FILES. Files and other records relating to the routine administration and housekeeping operations of the various programs. a. Routine Matters.		Destroy when 2 years old.	3	N1-NU-86-1 / 1530/2/A	
1530.2b	OFFICER CANDIDATE TRAINING RECORDS	2. GENERAL CORRESPONDENCE FILES. Files and other records relating to the routine administration and housekeeping operations of the various programs. b. Non - routine Matters.		Retain on board. Destroy when 4 years old.	7	N1-NU-86-1 / 1530/2/B	moved down by 1 yr. to be with like records.
1532.1	AVIATION CADET (AVCAD) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to the operation and administration of the AVCAD program. (Exclude primary program correspondence filed under 1000.1 and 1500.1.)		Apply par. 1000.2.	3	N1-NU-86-1 / 1532/1	
1533.1	RESERVE OFFICER TRAINING CORPS (ROTC) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to the operation and administration of ROTC units and trainee personnel. Include correspondence with other ROTCs, copies of statistical and status or progress reports submitted to higher authority and instructor reports. (Exclude records in par. 1533.2.)		Destroy when 2 years old.	3	N1-NU-86-1 / 1533/1	
1540.1	FUNCTIONAL TRAINING RECORDS	1. HEADQUARTERS, CNATRA RECORDS. General correspondence files. (Exclude primary program records covered in pars. 1000.1 and 1500.1.)		Apply pars. 1000.2 and 1500.2.	3	N1-NU-86-1 / 1540/1	
1541.1a	FLEET TRAINING RECORDS	1. FLEET TRAINING RECORDS. (Include those of fleet training centers.) a. General Correspondence Files.		Apply par. 1500.2.	3	N1-NU-86-1 / 1541/1/A	
1552.3a	TRAINING PUBLICATIONS RECORDS	3. NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY (NETPMSA) PUBLICATIONS RECORDS. a. General Correspondence Files. Files of the Officer in Charge, Navy Training Publications Center. (Exclude primary program records covered in par. 1500.1.)		Apply pars. 1500.2 and 1500.3.	3	N1-NU-86-1 / 1552/3/A	
1553.1	INSTRUCTION SYSTEMS DEVELOPMENT RECORDS	1. GENERAL CORRESPONDENCE FILES. Housekeeping and administrative files reflecting the planning, procedural development, organization, appraisals, and background of the systems being developed. (Exclude primary program correspondence covered in paragraph 1000.1.)		Destroy when 2 years old, or when no longer required for research or reference in developing future systems, whichever is earlier.	3	N1-NU-86-1 / 1553/1	
1560.1	VOLUNTARY EDUCATION RECORDS	1. CORRESPONDENCE, REPORTS, AND OTHER RECORDS. Files relating to Voluntary Off-Duty Educational Programs/Tuition Assistance Programs; In-Service Veterans Administration Education Programs; Predischarge Education Program; High School Equivalency Programs; Group Study; and Defense Activity for Non-Traditional Education Support (DANTES), including education reports (such as reports of status and inventories).		Destroy when 2 years old.	3	N1-NU-86-1 / 1560/1	
1580.1	INTERSERVICE TRAINING RECORDS	1. GENERAL CORRESPONDENCE FILES. Files and other records maintained that document the overall management and organization, planning, procedural development, accomplishments, policy agreements, organization charts, and other similar papers. (See also DOD Administrative Instruction (AI) 15 DOD 202-48.2) (Exclude primary program records covered in pars. 1000.1 and 1500.1.)		Apply par. 1000.2.	3	N1-NU-86-1 / 1580/1	
1600.1	GENERAL PERFORMANCE AND DISCIPLINE RECORDS	1. GENERAL CORRESPONDENCE FILES.		Apply par. 1000.2.	3	N1-NU-86-1 / 1600/1	
1601.1	DUTIES AND WATCHES RECORDS	1. GENERAL CORRESPONDENCE FILES. Files, which relate to the internal operation and administration of duties and watches.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	N1-NU-86-1 / 1601/1	
1610.1	PERFORMANCE AND CONDUCT RECORDS	1. GENERAL CORRESPONDENCE FILE. Files relating to the routine, day-to-day administration of personnel performance and conduct.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	N1-NU-86-1 / 1610/1	
1611.1	OFFICER PERFORMANCE AND CONDUCT RECORDS	1. GENERAL CORRESPONDENCE FILES. (Exclude primary program records covered under 1000.1.)		Apply par. 1000.2.	3	N1-NU-86-1 / 1611/1	
1616.1	ENLISTED PERFORMANCE AND CONDUCT RECORDS	1. GENERAL CORRESPONDENCE FILES. (Exclude primary program records covered under 1000.1.)		Apply par. 1000.2.	3	N1-NU-86-1 / 1616/1	
1620.1	DISCIPLINE RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to disciplinary affairs and to the operation and administration of places of confinement.		Apply par. 1640.	3	N1-NU-86-1 / 1620/1	
1621.1	OFFICER DISCIPLINE RECORDS	1. GENERAL CORRESPONDENCE FILES. Records accumulated in connection with the routine, day-to-day administration of officer discipline programs.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	N1-NU-86-1 / 1621/1	
1626.1	ENLISTED DISCIPLINE RECORDS	1. GENERAL CORRESPONDENCE FILES. Records accumulated in connection with the routine, day-to-day administration of enlisted discipline programs.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	N1-NU-86-1 / 1626/1	
1630.1	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to the administration of master-at-arms, shore patrol, and military police including rough logs of the office.		Destroy when 2 years old.	3	N1-NU-86-1 / 1630/1	
1640.1	CONFINEMENT RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to the general operations and administration of correctional centers and facilities, brig, and detention facilities including activities educational training reports, correspondence, and other general records. Exclude primary program records maintained by PERS 8 filed under SSIC 1000.1.h of this manual.		Destroy when 2 years old.	3	N1-NU-93-7 / 1640/1	
1650.1e	DECORATIONS, MEDALS, AND AWARDS RECORDS	1. BOARD OF DECORATIONS AND MEDALS, NAVY DEPARTMENT RECORDS e. Board's General Correspondence File. Routine administrative correspondence of the Board of Decorations and Medals. Included are reference inquiries, requests for duplicate citations, requests to upgrade awards, and related records.		Destroy when 3 years old.	3	N1-NU-92-14 / 4	
1700.1	GENERAL MORALE AND PERSONAL AFFAIRS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to the operation and administration of morale and personal affairs matters including recreation and social affairs, informational services, commercial on-base solicitation, credit unions, retirees, Naval Home, personal and family benefits (including correspondence relating to Government-sponsored insurance programs and voting rights), ID card determination, and entitlement for dependent's aid, civil readjustment and veterans affairs, casualties and survivors benefits, athletic competitions, publishing of station papers, hobby crafts, Navy-Marine Corps Relief Society, and American Red Cross.		Destroy when 3 years old.	3	N1-NU-86-1 / 1700/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	NOTES
1700.2a	GENERAL MORALE AND PERSONAL AFFAIRS RECORDS	2. ALPHABETICAL (NAME) FILES. Files consisting of correspondence with individuals, dependents, and other interested parties relating to individual personal affairs matters. (Exclude correspondence required to be filed in official service record folders.) a. Routine Inquiries and Requests.		Destroy when 6 months old.	6 mo	N1-NU-86-1 / 1700/2/A	moved up to be with like records
1700.3	GENERAL MORALE AND PERSONAL AFFAIRS RECORDS	3. CORRESPONDENCE AND RECORDS OF PERSONAL COMMERCIAL AFFAIRS SOLICITATIONS. Files concerning violation incident data, denial data, letters of application for solicitation privileges, letters of accreditation, appeal data, and other support documents.		Retain on board. Destroy when 4 years old or purpose is served, whichever is earlier.	7	N1-NU-86-1 / 1700/3	moved down by 1 yr. to be with like records.
1710.1	RECREATION AND SOCIAL AFFAIRS RECORDS	1. GENERAL CORRESPONDENCE. Files pertaining to the operation and administration of recreational facilities and activities.		Destroy when 2 years old.	3	N1-NU-86-1 / 1710/1	
1710.3	RECREATION AND SOCIAL AFFAIRS RECORDS	3. STUDIES, ANALYSES, AND SUMMARIES.		Destroy when 3 years old.	3	N1-NU-86-1 / 1710/3	
1710.4	RECREATION AND SOCIAL AFFAIRS RECORDS	4. OTHER REPORTS. Files not covered elsewhere (minutes of meetings, inspections, reviews, etc.).		Destroy when 2 years old.	3	N1-NU-86-1 / 1710/4 DD	
1700.4	GENERAL MORALE AND PERSONAL AFFAIRS RECORDS	4. CREDIT UNION MATTERS.		Apply par. 1700.1. Destroy when 3 years old.	3	N1-NU-86-1 / 1700/4	
1730.2	GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS	2. GENERAL CORRESPONDENCE FILES. Files regarding the maintenance and administration of chaplains, the performance of ministry, and collateral duties that are used for evaluating the effectiveness of local command religious programs and utilization of chaplains.		Destroy when 2 years old.	3	N1-NU-86-1 / 1730/2	
1730.3	GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS	3. FILES OF CHAPLAINS' OFFICES. Files relating to observance of special days that are used for reference and planning purposes.		Destroy when 2 years old.	3	N1-NU-86-1 / 1730/3	
1742.1	VOTING RECORDS	1. GENERAL RECORDS.		Apply par. 1700.	3	N1-NU-86-1 / 1742/1	
1746.1	MESSES RECORDS	1. GENERAL CORRESPONDENCE. Files relating to the operation and administration of messes and consolidated package store activities.		Destroy when 2 years old.	3	N1-NU-86-1 / 1746/1 DD	
1746.3	MESSES RECORDS	3. STUDIES, ANALYSES, AND SUMMARIES. Files relating to the operation of clubs, messes, and consolidated package store activities.		Destroy when 3 years old.	3	N1-NU-86-1 / 1746/3	
1752.2	DOMESTIC RELATIONS RECORDS	2. ALPHABETIC (NAME) FILES. Files consisting of correspondence with individuals, dependents, and other interested parties relating to individual personal affairs, support of dependents, welfare of dependents, and garnishment of pay. (Exclude correspondence required to be filed in official service records.)		Apply par. 1752.1.	3	N1-NU-86-1 / 1752/2	
1754.1b	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. b. General Administrative Information and Correspondence		Cutoff at end of CY. Destroy 2 years after cutoff.	3	DAA-428-2012-0004-0002	
1754.1c	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. c. Funding (Budget) Plans		Cutoff at end of FY. Destroy 1 year after the close of the FY covered by the budget.	3	DAA-428-2012-0004-0003	
1900.1	GENERAL SEPARATION RECORDS	1. GENERAL CORRESPONDENCE FILES. Files relating to the processing of naval personnel for separation and to the general administration of separation functions.		Destroy when 2 years old.	3	N1-NU-86-1 / 1900/1	
1760.1	CIVIL READJUSTMENT AND VETERANS AFFAIRS RECORDS	1. RECORDS CONCERNING VETERANS RIGHTS, BENEFITS, AND PROBLEMS. Files arising from readjustment to civilian life, including information correspondence with veterans, their beneficiaries, the Department of the Navy, and veteran's organizations and associations.		Destroy when 1 year old.	3	N1-NU-86-1 / 1760/1	move to gen. pers. ops?
1770.1a(3)	CASUALTIES AND SURVIVORS' BENEFITS RECORDS	1. Records on Individual Casualties and Mass Casualty Incidents, as well as Related Casualty Documents Submitted to or Generated by the Department of the Navy. Casualty Records include Reports of Death; Summary of Assistance provided; pay vouchers; Casualty Reports, DD Form 1300; Serviceman's Group Life Insurance/ Government Insurance payment documentation and general correspondence concerning the adjudication of benefits (e.g., Death Gratuity, Arrears in Pay, Dependent Identification Card Entitlements, Survivor Benefit Plan (SBP) elections, Veterans Administration (VA) benefits, and funeral honors elections). a. Individual Casualty Record - current Death Program. (3) Working case files. Including but not limited to, e-mails, notes, documents, and working papers between the CACO Officer primary/secondary next of kin; regarding funeral arrangements, Honor Guard, escort, appointment schedules and other routine administrative duties.		Destroy when 2 years old.	3	GRS23.1	move to gen. cor.?
1770.2a(4)	CASUALTIES AND SURVIVORS' BENEFITS RECORDS	2. Hostile and Non-Hostile Unaccounted for Casualty Records Associated with Individuals or Group Loss Incidents, as well as, Related Casualty Documents Submitted to or Generated by the Department of the Navy. Casualty Records, to include Naval Board of Inquiry Recommendations; Presumptive findings of Death Determination; Summary of Assistance provided; Casualty Reports, DD 1300; pay records, DFAS; U.S. Government Identification Report; Serviceman's Group Life Insurance/ Government Insurance payment documentation and general correspondence concerning the adjudication of benefits for dependent spouse and or minor children (e.g., Death Gratuity, Arrears in Pay, Dependent Identification Card entitlements, Veterans Administration (VA) benefits eligibility and funeral honors election). Closed hard copy case files prior to 31 December 2008 can either be interfiled with hard copy of OMPF or electronic OMPF. If this is not practical due to scope and cost, the records will be managed/transferred separately per SSIC 1070.1 for Naval personnel and SSIC 1070.3 for Marine Corps personnel. Closed hard copy case files after 1 January 2009 shall be scanned and placed into members electronic OMPF. a. Individual Casualty Record-Unaccounted for Casualty Loss Incidents (Hostile and Non-Hostile). (4) Working case files. Including but not limited to e-mails, notes, documents and working papers between the CACO Officer primary/secondary next of kin regarding funeral arrangements, Honor Guard, escort, appointment schedules and other routine administrative duties.		Destroy when 2 years old.	3	GRS23.1	move to gen. cor.?

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000-35	General Operations of Military Personnel Programs:	Information relating to general personnel transactions and the day-to-day administration and operation of personnel programs. This includes but is not limited to inspections and surveys, attendance, leave and liberty, subsistence and quarters reports, clothing issue, receipts for services, physical fitness and swimming, promotion and advancement requests, exams, appeals, recommendations for awards and supporting documentation, separation, and recruiting.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy when 3 years old.	x		
1000.4d	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOPS) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. d. Transmittals. Forms or other correspondence used to transmit petitions and cases to other boards, councils, departmental bureaus and offices, or other agencies having jurisdiction.		Destroy when 2 years old.	3	NI-NU-86-1 / 1000/4/D	
1000.4l(1)	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOPS) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. l. Individual Service Review Board Proceedings Records. (1) Files contain the individual civilian/contractor personnel's application for discharge, supporting documentation, copies of correspondence between the individual and the ISRB and other correspondence leading to determination of active duty-type discharge for civilian/contractor personnel under the provisions of Public Law 95-202. (Exclude documents that must be filed in the Official Military Personnel Folder.)	Application determination	Destroy 2 years after determination is made.	3	NCI-NU-85-1 / 1000/4//1D	
1010.3	INSPECTIONS RECORDS	3. OTHER INSPECTION AND SURVEY RECORDS. Files including those relating to administrative inspections and on-site surveys.		Destroy when 3 years old.	3	NI-NU-86-1 / 1010/3	
1050.2	LEAVE AND LIBERTY RECORDS	2. MARINE CORPS REPORTS OF DRILLS AND ATTENDANCE.		Destroy when 3 years old.	3	NI-NU-86-1 / 1050/2	
1050.4a	LEAVE AND LIBERTY RECORDS	4. APPELLATE LEAVE AWAITING PUNITIVE SEPARATION. a. Involuntary Appellate Leave. Leave for Marines awaiting the review of a punitive discharge (enlisted) or dismissal (officers) upon completion of Convening Authority's action.		TEMPORARY. Destroy on site when 2 years old.	3	NI-NU-98-6 / 1050/4/A	
1050.4b	LEAVE AND LIBERTY RECORDS	4. APPELLATE LEAVE AWAITING PUNITIVE SEPARATION. b. Voluntary Appellate Leave. Leave for Marine Corp personnel awaiting the convening authority's review of the adjudged court martial findings and sentence which includes a punitive discharge (enlisted) or dismissal (officers).		TEMPORARY. Destroy on site when 2 years old.	3	NI-NU-98-6 / 1050/4/B	
1050.4c	LEAVE AND LIBERTY RECORDS	4. APPELLATE LEAVE AWAITING PUNITIVE SEPARATION. c. Punitive Separation. A dismissal, dishonorable discharge or bad conduct discharge adjudged as part of a sentence by a court martial sentence.		TEMPORARY. Destroy on site when 2 years old.	3	NI-NU-98-6 / 1050/4/CD	
1070.6b	PERSONNEL RECORDS	6. RECEIPTS FOR SERVICE, HEALTH, PAY, OR SIMILAR RECORDS. Consists of receipts, cover letters, or other forms verifying the transmittal of records maintained by preparing units. b. Marine Corps Activities.		Destroy when 1 year old.	3	NI-NU-86-1 / 1070/6/BD	
1070.10a	PERSONNEL RECORDS	10. SUBSISTENCE AND QUARTERS REPORTS AND AUTHORIZATIONS. Files maintained by preparing and authorizing units. a. Reports.		Destroy when 2 years old.	3	NI-NU-86-1 / 1070/10/AD	
1070.10b	PERSONNEL RECORDS	10. SUBSISTENCE AND QUARTERS REPORTS AND AUTHORIZATIONS. Files maintained by preparing and authorizing units. b. Authorizations.	termination of authorization	Retain on board. Destroy 1 year after termination of authorization.	3	NI-NU-86-1 / 1070/10/BD	
1070.12a	PERSONNEL RECORDS	12. PHYSICAL FITNESS, STRENGTH, AND SWIMMING RECORDS. Files maintained by preparing units. a. Enlisted Recruits Files.		Destroy when 2 years old.	3	NI-NU-86-1 / 1070/12/A	
1070.14	PERSONNEL RECORDS	14. MARINE CORPS CERTIFICATION OR ORDERS TO OPEN, ADJUST, TRANSFER, OR CLOSE ACCOUNTS. Files maintained by MARCORPS certifying office or commanding officers.		Destroy when 1 year old or upon disestablishment of activity, whichever is earlier.	3	NI-NU-86-1 / 1070/14	
1070.15a	PERSONNEL RECORDS	15. CLOTHING ISSUE RECORDS. Files maintained by activities to which naval personnel are attached. a. Reserve Personnel.		Destroy when 2 years old.	3	NI-NU-86-1 / 1070/15/A	
1080.2b	PERSONNEL ACCOUNTING RECORDS	2. PERSONNEL DIARY REPORTS. Messages used to report personnel transactions to the Commanding Officer, Enlisted Personnel Management Center (EPMAC), New Orleans, LA 70159 for active duty Navy personnel (including reservists on active duty). b. Preparing Activities or Reporting Unit Copies		Retain on board. Destroy when 2 years old or upon disestablishment of activity, whichever is earlier.	3	NI-NU-86-1 / 1080/2/B	
1080.4a	PERSONNEL ACCOUNTING RECORDS	4. REPORTS produced by Source Data System (SDS and SDSA) monthly based on SDS/SDSA events transmitted to NAVMILPERSCOM from activities with personnel accounting responsibility for active-duty Navy personnel. a. Activities Copies		Destroy when 2 years old or upon disestablishment of activity, whichever is earlier.	3	NI-NU-86-1 / 1080/4/A	
1080.7	PERSONNEL ACCOUNTING RECORDS	7. MARINE CORPS UNIT TRANSACTION REGISTERS, PENDING TRANSACTION REGISTERS, STATISTICAL ANALYSIS REPORTS, AND COMMAND UNIT TRANSACTION REPORTS.		Destroy when 1 year old.	3	NI-NU-86-1 / 1080/7	
1154.3	RECRUITING SUPPORT AUDIO/VISUAL RECORDS	3. MOTION PICTURE PROGRAM GENERAL CORRESPONDENCE. Residual paper work and feeder reports including film proposals, submission for Navy annual motion picture program, collection of film usage data, and requests for film activation, printing, distribution, and other services.		Destroy when 3 years old.	3	NI-NU-86-1 / 1154/3	should crosswalk to ch. 5 with other VI.
1331.2	OFFICER REQUESTS RECORDS	2. APPLICATION FOR RECALL-EXTENDED ACTIVE DUTY. (Exclude copies, which become part of the official service record filed under par. 1070.1.)		Destroy when 2 years old.	3	NI-NU-86-1 / 1331/2	
1400.4c	GENERAL PROMOTION AND ADVANCEMENT RECORDS	4. NAVAL EXAMINING CENTER RECORDS c. Cards and Reports. Shipping trends reports and related card or other records.		Destroy when 3 years old or when compilations are prepared, whichever is earlier.	3	NI-NU-86-1 / 1400/4/C	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1400.4d	GENERAL PROMOTION AND ADVANCEMENT RECORDS	4. NAVAL EXAMINING CENTER RECORDS d. Accounting Summary Reports of the Naval Examining Center. Complete accountings for each examination series. Include close-out reports (final accounting reports for examination series), shipping cut off reports (reports of examinations shipped and number burned), and printers' reconciliation statements (reports balancing receipts and reorders against total shipped and burned).		Destroy when 2 years old or when compilations are prepared, whichever is earlier.	3	N1-NU-86-1/ 1400/4/D	
1410.2	REQUIREMENTS AND QUALIFICATIONS RECORDS	2. REQUESTS FOR EXAMINATIONS TO ENTER THE NAVAL ACADEMY PREPARATORY SCHOOL.		Destroy when 1 year old.	3	N1-NU-86-1/ 1410/2	
1410.3b	REQUIREMENTS AND QUALIFICATIONS RECORDS	3. ROSTERS OF GRADES MADE ON QUALIFYING EXAMINATIONS. b. Rosters for Interim and Other Qualifying Examinations.		Destroy when 1 year old.	3	N1-NU-86-1/ 1410/3/B	
1414.2	ENLISTED QUALIFICATIONS RECORDS	2. PERSONNEL ADVANCEMENT REQUIREMENT (PAR). (Exclude copies, which become part of the official service record filed under paragraph 1070.1.)		Destroy when 2 years old.	3	N1-NU-86-1/ 1414/2	
1440.2	CHANGES IN RANK, RATE, OR RATING RECORDS	2. REQUESTS FOR CHANGES IN RANK, RATE, OR RATING WITH RECOMMENDATIONS,		Destroy when 2 years old.	3	N1-NU-86-1/ 1440/2	
1440.3	CHANGES IN RANK, RATE, OR RATING RECORDS	3. REPLIES TO AND/OR REPORTS ON REQUESTS FOR CHANGES IN RANK, RATE, OR RATING.		Destroy when 2 years old.	3	N1-NU-86-1/ 1440/3	
1440.4	CHANGES IN RANK, RATE, OR RATING RECORDS	4. APPEALS RELATING TO REDUCTIONS IN RANK, RATE, OR RATING.		Destroy when 2 years old.	3	N1-NU-86-1/ 1440/4	
1650.1f	DECORATIONS, MEDALS, AND AWARDS RECORDS	1. BOARD OF DECORATIONS AND MEDALS, NAVY DEPARTMENT RECORDS f. Copies of Citations and Letters of Transmittal. (Exclude the Board's official records and copies to be filed in official personnel folders.)		Destroy when 2 years old.	3	N1-NU-86-1/ 1650/1/F	
1650.2	DECORATIONS, MEDALS, AND AWARDS RECORDS	2. CORRESPONDENCE AND RELATED RECORDS. Recommendations and supporting documentation concerning personal decorations, citations, medals or awards to naval personal or units. These records are accumulated by Navy and Marine Corps commands that have not been delegated authority to grant awards. Exclude records of the Board of Decorations and Medals, Headquarters U.S. Marine Corps, BUPERS, and documents appropriately filed in service members official service jacket.		Destroy when 3 years old.	3	N1-NU-92-14 / 5	
1700.5	GENERAL MORALE AND PERSONAL AFFAIRS RECORDS	5. DEPENDENTS' SERVICE AND SUPPORT. Files include items such as survivor benefits support system master file, Dependent Scholarship Program Applications, Transcript Request Forms, Applications for Uniformed Services Identification and Privilege Cards, and Retired Naval Personnel Newsletter.		Destroy when 1 year old.	3	N1-NU-86-1/ 1700/5	
1730.4a	GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS	4. CHAPLAINS' REPORT. a. Inactive Duty Naval Reserve Chaplains' Annual Reports.		Destroy when 2 years old.	3	N1-NU-86-1/ 1730/4/A	
1730.4b	GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS	4. CHAPLAINS' REPORT. b. Active Duty Navy Chaplains' Annual Reports. (Copies not covered in par. 1730.1.)		Destroy when 2 years old.	3	N1-NU-86-1/ 1730/4/B	
1730.4c	GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS	4. CHAPLAINS' REPORT. c. Active Duty Navy Senior Chaplains' Annual Reports. (Copies not covered in par 1730.1.)		Destroy when 2 years old.	3	N1-NU-86-1/ 1730/4/C	
1730.4d	GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS	4. CHAPLAINS' REPORT. d. Terminal Audit Reports.		Retain on board. Destroy after audit reports have been made and recorded.	wnln	N1-NU-86-1/ 1730/4/D	
1742.2	VOTING RECORDS	2. VOTING ASSISTANCE GUIDE (NAVPER 1556Z).		Retain for 2 years or until replaced, then destroy.	3	N1-NU-86-1/ 1742/2	
1900.3	GENERAL SEPARATION RECORDS	3. PERIODIC REPORTS OF SEPARATION. Reports made to the Navy Department such as copies of reports of recruits discharged during recruit training and reports of early separation.		Destroy when 1 year old.	3	N1-NU-86-1/ 1900/3	
1900.7a	GENERAL SEPARATION RECORDS	7. Information System Documenting Enlisted Administrative Separations. This electronic (web) based system is used to process a service member's separation from the military service for all enlisted personnel, Active and Reserve, assigned to Marine Forces Reserve (MARFORRES) Commands and units. Note: Includes but not limited to the MARFORRES Marine Corps Enlisted Administrative Separations System (MCEADS). a. Master files consist of information on enlisted personnel including but not limited to: name SSN unit, rank, date of rank (DOR), date of birth (DOB), place of birth (PEDB), monitoring unit code (MCC), reporting unit code and expiration of active service (EAS).		Close completed separation packages annually, destroy/delete when 2 years old or after termination of reserve obligation, whichever is earlier. Note: Hard copy separations packages are sent to the Marine Corps Personnel Management Support Branch (MMSB) for inclusion in the service member's OMPF (SSIC 1070.3).	3	N1-127-08-1/ 1900/7/A	
1110.2	RECRUITING ADMINISTRATION AND LOGISTICS RECORDS	2. COPIES OF ORIGINAL APPOINTMENTS TO COMMISSIONED OFFICER STATUS IN THE REGULAR AND RESERVE COMPONENTS OF THE NAVY.		Destroy when 3 years old.	3	N1-NU-86-1/ 1110/2	
1133.2	ENLISTED RECRUITING RECORDS	2. CONGRESSIONAL AND LOW QUALITY RECRUIT REPORTS. Correspondence addressing the specifics of recruiting in individual cases. (Filed alphabetically by name.)		Destroy when 2 years old.	3	N1-NU-86-1/ 1133/2	
1142.1	RECRUITING AIDS RECORDS	1. RECRUITING AIDS RECORDS, REPORTS, AND MATERIALS. Files including inventory control cards, status reports, distribution reports, printing orders, survey and expenditure reports, shipping documents, and RAD item "Hotline" request cards.		Destroy when 2 years old.	3	N1-NU-86-1/ 1142/1	
1143.1	RECRUITING ADVERTISING SYSTEMS RECORDS	1. RECORDS AND REPORTS NOT COVERED UNDER SSIC 4000-4999 AND SSIC 7000-7999. Records such as advertising tracking studies and direct mail fulfillment statistical analysis records.		Destroy when 3 years old.	3	N1-NU-86-1/6 1143/1	
1152.2	SEA POWER PRESENTATIONS RECORDS	2. REPORTS OF PRESENTATIONS GIVEN. Feeder reports by command and individual members. (Includes both special and periodic reports of Sea Power Presentation Team speaking activity.)		Retain on board. Destroy when 2 years old or when no longer needed to maintain chain of continuity in member's file.	3	N1-NU-86-1/ 1152/2	
1152.3	SEA POWER PRESENTATIONS RECORDS	3. MEMBERSHIP FOLDERS. File records maintained by program manager and command memberships, which include member designations, membership lists, feeder reports, copies of Chief of Naval Operations (CNO) certificates of merit, and other pertinent correspondence.	after active membership	Retain on board. Destroy 2 years after active period of membership.	3	N1-NU-86-1/ 1152/3	
1156.2	RECRUITING SUPPORT EDUCATOR LIAISON RECORDS	2. CAMPUS LIAISON OFFICER RECORDS. Files showing history of individual officers in the program.	separation of individual	Retain on board. Destroy 1 year after separation of officer from the Campus Liaison Officer Program, or after officer's retirement from the naval reserve, whichever is earlier.	3	N1-NU-86-1/ 1156/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000-36	Education and Training - General Operations:	Information relating to the routine operations of education and training programs. This includes but is not limited to requests for training, applications for enrollment, entrance examinations, placement and aptitude tests, enrollment logs, training duty orders, course preparation, attendance records, course evaluations, instructor reports, attrition reports, student quota records, and other similar education and training program reports.	calendar year	TEMPORARY: Cutoff at CY. Destroy 3 years after cutoff.	x		
1500.2	GENERAL TRAINING AND EDUCATION RECORDS	2. ADMINISTRATIVE RECORDS. Records relating to the day-to-day administration and operation of educational and training institutions. Included are syllabi, lesson plans, instructional material, class lists and rosters, schedules, correspondence with or about individual personnel, instructors' reports, attrition reports, and other records. Records are accumulated primarily at individual schools and training institutions. (Exclude records of the Naval War College, the Armed Forces Staff College, and the Naval Academy.)		Retain on board. Destroy when superseded, obsolete, or no longer needed for reference, except for course materials accumulated by the Marine Corps Institute relating to correspondence courses which should be retired to nearest FRC 4 years after supersession and destroyed 10 years after transfer to FRC.	wnfn	N1-NU-86-1/1500/2	Moved up to be with like records. Also found in ed. planning because two dispositions listed in this schedule item.
1500.3	GENERAL TRAINING AND EDUCATION RECORDS	3. PERIODIC REPORTS OF EDUCATIONAL SERVICES FUNCTIONS. (See also SSIC 1560.1.)		Destroy when 2 years old.	3	N1-NU-86-1 / 1500/3	
1500.14a	GENERAL TRAINING AND EDUCATION RECORDS	14. FLIGHT TRAINING REPORTS SUBMITTED TO THE CHIEF OF NAVAL AIR TRAINING (CNATRA). a. Flight Training Reports. Files containing data such as student input, attrition, completion, instructor and aircraft availability, and flight hour data summary reports containing data relating to personnel categories, aircraft hours flown, aircraft in custody, and utilization of training facilities.		Destroy when 2 years old.	3	N1-NU-86-1 / 1500/14/A	
1500.15a(2)	GENERAL TRAINING AND EDUCATION RECORDS	15. LOCAL (CARD OR OTHER) RECORDS OF APPLICATIONS FOR COURSES (SUCH AS CORRESPONDENCE COURSES) OR OTHER TRAINING. a. Records of Application for Marine Corps Institute Correspondence Courses. (2) Other activity's records.		Destroy when 3 years old.	3	N1-NU-86-1 / 1500/1/A/2	
1543.1	EQUIPMENT AND SYSTEMS TRAINING	1. PERFORMANCE AND CERTIFICATION RECORDS FOR EQUIPMENT AND SYSTEMS REQUIRING MANDATORY TRAINING AND PERIODIC RECERTIFICATION.		Retain on board. Destroy when 3 years old.	3	N1-NU-86-1 / 1543/1	
1551.2a	TRAINING FILMS, AIDS, AND SPECIAL DEVICES RECORDS	2. RECORDS RELATING TO PROCUREMENT, CUSTODY, DISTRIBUTION, UTILIZATION, AND DISPOSITION OF TRAINING AIDS. Files include those at training aids centers and related card records. a. Training Aids Still Outstanding Files. a. Training Aids Still Outstanding Files.		Retain on board. Destroy when 2 years old or training aid is returned, whichever is later.	3 ^a	N1-NU-86-1 / 1551/2/A	
1552.2	TRAINING PUBLICATIONS RECORDS	2. RECORDS RELATING TO PREPARATION, PROCUREMENT, AND DISTRIBUTION OF TRAINING PUBLICATIONS.		Apply par. 5600.	3	N1-NU-86-1 / 1552/2	
1570.1	INACTIVE DUTY TRAINING RECORDS	1. INSTRUCTORS' CLASS PROGRAM CHARTS. Charts used to record naval reserve training progress for all pay and non pay-drilling units.		Destroy when 2 years old.	3	N1-NU-86-1 / 1560/1	
3505.1	SEAMANSHIP RECORDS	1. SEAMANSHIP QUALIFICATIONS RECORDS. Training 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.	3	N1-NU-89-5 / 3505/1	moved from ch. 3 to ch. 1 to be with correct series
3505.2	SEAMANSHIP RECORDS	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.	3	N1-NU-89-5 / 3505/2	moved from ch. 3 to ch. 1 to be with correct series
1000-37	Education and Training - Transitory Records:	Information relating to the routine operation of education and training programs with minimal or no documentary or evidential value.	calendar year	TEMPORARY: Cutoff at CY. Destroy 1 year after cutoff.	x		
1500.5	GENERAL TRAINING AND EDUCATION RECORDS	5. MONTHLY REPORTS OF STUDENTS ON BOARD.		Destroy when 1 year old.	3	N1-NU-86-1 / 1500/5	
1500.11a	GENERAL TRAINING AND EDUCATION RECORDS	11. REGULAR AND RESERVE TRAINING PROGRAM REPORTS. Files and related papers that are not specifically covered by other authorizations in this chapter. Include training program reports such as Navy and Marine air program summary reports. a. Summary or Composite Reports. One copy of each report prepared by CNET, CNAVRES, or other major training commands.	wnfn	Retain on board. Destroy when no longer needed for reference.	e	N1-NU-86-1 / 1500/11A	
1500.14b	GENERAL TRAINING AND EDUCATION RECORDS	14. FLIGHT TRAINING REPORTS SUBMITTED TO THE CHIEF OF NAVAL AIR TRAINING (CNATRA). b. Summary Flight Training Reports. Files prepared and maintained by CNATRA from training activities.	wnfn	Retain on board. Destroy when no longer required for research or reference.	e	N1-NU-86-1 / 1500/14/B	
1510.3b	ENLISTED TRAINING RECORDS	3. TEST RECORDS. b. Reports of Administration of Recruit Training Examinations.		Destroy when 6 months old.	6 mo.	N1-NU-86-1 / 1510/3/B	
1320.4b	ORDERS TO PERSONNEL RECORDS	4. Records of screening/interviewing guides used for screening enlisted candidates for training/schooling. b. Records of those not accepted or dropped from training/schooling.		Destroy when 1 year old.	3	N1-NU-92-9 / 1320/4/B	
1500.4	GENERAL TRAINING AND EDUCATION RECORDS	4. ATTENDANCE RECORDS FOR INDIVIDUAL COURSES.	training complete	Retain on board. Destroy after completion of training course.	e	N1-NU-86-1 / 1500/4	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1500.6	GENERAL TRAINING AND EDUCATION RECORDS	6. DAILY OPERATIONS SHEETS, LOGS, OR OTHER RECORDS USED AS OFFICE AIDS FOR LOCAL PURPOSES ONLY.		Destroy when 1 year old, upon separation or transfer of individual or after completion of training courses, whichever is earlier.	3	N1-NU-86-1 / 1500/6	
1500.8	GENERAL TRAINING AND EDUCATION RECORDS	8. APPLICATIONS OR REQUEST FOR ENROLLMENT IN TRAINING COURSES OR SCHOOLS. (Exclude those covered in SSIC 1500.7.)		Destroy when 1 year old or action is completed, whichever is earlier.	3	N1-NU-86-1 / 1500/8	
1500.12	GENERAL TRAINING AND EDUCATION RECORDS	12. ANNUAL RETURN OF BOOKS BY ROTC AND REGULAR OFFICER STUDENTS		Destroy when 1 year old.	3	N1-NU-86-1 / 1500/12	
1500.13	GENERAL TRAINING AND EDUCATION RECORDS	13. QUESTIONNAIRES OR SIMILAR RECORDS. Correspondence, forms, and related papers completed by students or others for evaluating program courses or schools.		Destroy when 1 year old or when data becomes obsolete as result of summarization or other utilization for statistical or other training purposes, whichever is earlier.	3	N1-NU-86-1 / 1500/13	
1500.15a(1)	GENERAL TRAINING AND EDUCATION RECORDS	15. LOCAL (CARD OR OTHER) RECORDS OF APPLICATIONS FOR COURSES (SUCH AS CORRESPONDENCE COURSES) OR OTHER TRAINING. a. Records of Application for Marine Corps Institute Correspondence Courses. (1) Marine Corps Institute records.	wninD	Retain on board. Destroy when purpose is served.	e	N1-NU-86-1 / 1500/15/A/1	
1500.15b	GENERAL TRAINING AND EDUCATION RECORDS	15. LOCAL (CARD OR OTHER) RECORDS OF APPLICATIONS FOR COURSES (SUCH AS CORRESPONDENCE COURSES) OR OTHER TRAINING. b. Application for Other Courses.		Destroy when 6 months old or purpose is served, whichever is earlier.	6 mo.	N1-NU-86-1 / 1500/15/B	
1510.2a	ENLISTED TRAINING RECORDS	2. RECRUIT TRAINING RECORDS a. Forming Data of Recruit Companies. Data include company rosters, recruit company logs, instructors' logs, and records of required subjects.		Destroy when 1 year old.	3	N1-NU-86-1 / 1510/2/A	
1510.3a	ENLISTED TRAINING RECORDS	3. TEST RECORDS. a. Answer Sheets of Selection Tests and Test Musters.		Destroy when 6 months old, provided scoring and other processing actions have been completed.	6 mo.	N1-NU-86-1 / 1510/3/A	moved up to be with like records
1513.1	RECRUIT TRAINING RECORDS	1. FORMING DATA OF RECRUIT COMPANIES. Data includes company rosters, recruit company logs, instructors' logs, and records of required subjects completed.		Destroy when 1 year old.	3	N1-NU-86-1 / 1513/1	
1520.3c	OFFICER TRAINING RECORDS	3. NAVAL WAR COLLEGE (NAVWARCOL) RECORDS. c. Department Logs and Graduate Dis-enrollment Logs. Logs retained by the NAVWARCOL to reply to routine inquiries requested from the Center of Continuing Education to compile statistical reports.	wnin	Retain on board. Destroy when no longer required for the NAVWARCOL's mission.	e	N1-NU-86-1 / 1520/3/C	
1520.3e	OFFICER TRAINING RECORDS	3. NAVAL WAR COLLEGE (NAVWARCOL) RECORDS. e. Individual Student Jackets. Case files for each NAVWARCOL graduate and disenrollee.	wnin	(Apply SSIC 1520.3c) Retain on board. Destroy when no longer required for the NAVWARCOL's mission.	e	N1-NU-86-1 / 1520/3/E	
1530.3	OFFICER CANDIDATE TRAINING RECORDS	3. APPLICATIONS TO ENTER PROGRAMS.		Destroy when 1 year old.	3	N1-NU-86-1 / 1530/3	
1531.2	NAVAL ACADEMY RECORDS	2. ADMINISTRATIVE RECORDS. Records relating to the day-to-day administration and operation of the Naval Academy. Included are entrance examinations, placement and aptitude tests, and other records, class lists and rosters, schedules, correspondence with or about individuals, instructors' reports, attrition reports and other records.		Retain on board. Destroy when superseded, obsolete, or no longer needed for reference.	wnin	N1-NU-86-1 / 1531/2.	moved up to be with like records
1533.4	RESERVE OFFICER TRAINING CORPS (ROTC) RECORDS	4. INDIVIDUAL ROTC STUDENT FOLDERS. Case files comprising records maintained by individual units and accumulated during the course of student's enrollment. Include enrollment and progress records (such as questionnaires, endorsements, cruise records, applications for extensions of time to complete academic requirements; clothing requisitions and related papers; reports of substitutions of college courses for ROTC courses; transfer approvals between ROTC units; unauthorized absence reports); disenrollment records; commissioning records; and other similar records and related correspondence. (Exclude documents to be filed in official service record folders upon commissioning and copies of documents forwarded to and maintained by the Department of the Navy or other authorities specified under current instructions for ROTC administration and training.)	disenrolled, training completion, transfer, or commission	Destroy 6 months after individual is disenrolled, completes training, is transferred, or is commissioned.	6 mo.	N1-NU-86-1 / 1533/4	moved up to be with like records
1570.2	INACTIVE DUTY TRAINING RECORDS	2. RESERVE OFFICER AND ENLISTED PERSONNEL TRAINING DUTY ORDERS AND ORDERS TO PERFORM APPROPRIATE DUTY.		Destroy when 1 years old.	3	N1-NU-86-1 / 1570/2.	
1571.1	ACTIVE DUTY FOR TRAINING RECORDS	1. REQUESTS FOR ACTIVE TRAINING DUTY FROM OFFICER OR ENLISTED PERSONNEL AND RELATED CARD OR OTHER INCIDENTAL RECORDS.	training complete	Retain on board. Destroy after completion of training or processing of request, whichever is later.	e	N1-NU-86-1 / 1571/1	moved up to be with like records
3740.	PILOT QUALIFICATIONS RECORDS	PILOT QUALIFICATIONS RECORDS. Course completion certificates, certifications. Exam results and similar records relating to qualifications of Naval Aviators.		Destroy when record of qualification has been entered in Aviator's NATOPS Training and Qualifications Jacket (SSIC 3760.11).	wnin	N1-NU-89-5 / 3740	moved from ch. 3 to ch. 1 to be with correct series
3760.11	FLIGHT RECORDS AND REPORTS	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.	wnin.	N1-NU-89-5 / 3760/11	moved from ch. 3 to ch. 1 to be with correct series

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000-38	Personnel Assignments and Orders - Local Activity Copies:	Information relating to personnel assignments and orders retained at the local activity or office. This includes but is not limited to orders, strength reports, intra-activity assignment records, and distribution control reports.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy when 3 years old.	x		
1001.7	RESERVE POLICIES AND PROGRAMS RECORDS	7. NAVY RESERVE OFFICER AND ENLISTED STRENGTH REPORTS.		Destroy when 2 years old or when purpose is served, whichever is earlier.	3	NI-NU-86-1 / 1001/7	
1040.3	RETENTION/CAREER PLANNING RECORDS	3. SUPPORT DOCUMENTATION (USMC). Records in support of studies of retention trends, retention statistics, action-dated card files, recommendations, and retention advertising.		Destroy when 1 year old.	3D	NI-NU-92-30 / 1040/3	
1080.5d	PERSONNEL ACCOUNTING RECORDS	a. Enlisted Distribution and Verification Report (EDVR). The EDVR is a monthly statement of an activity's personnel account reflecting all individual assignments. d. Official Command level copy of the monthly Enlisted Distribution and Verification Report (EDVR) that is used by the command for historical purposes.		Destroy when 2 years old or upon disestablishment of the Command/unit.	3	DAA-0024-2013-0001-0003	
1210.2	OFFICER RECORDS	2. ANNUAL AND OFFICER QUALIFICATIONS QUESTIONNAIRES (SUCH AS NAVPERS 1210/2 AND 1210/5).		Destroy when 2 years old or purpose is served, whichever is earlier.	3	NI-NU-86-1 / 1210/2	
1221.2	CLASSIFICATION CODES AND BILLET DESCRIPTIONS RECORDS	2. NAVAL ENLISTED CLASSIFICATION (NEC) CHANGE RECOMMENDATIONS. (Exclude copies, which become part of the official service record.)		Destroy when 2 years old.	3D	NI-NU-86-1 / 1221/2D	
1300.3	GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS	3. NAVAL RESERVE ASSIGNMENT ORDERS. (Exclude official copies filed in the officer service record.)	assignment terminated	Retain on board. Destroy after assignment is terminated.	e	NI-NU-86-1 / 1300/3	moved up to be with like records.
1300.4	GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS	4. MARINE CORPS STRENGTH AND DISTRIBUTION AND ROSTER REPORTS. Copies of reports, such as monthly reports of strength and distribution, reports of commissioned and enlisted personnel, and semi-monthly duty rosters of officer and enlisted personnel.		Destroy when 1 year old.	3	NI-NU-86-1 / 1300/4	
1301.1a	OFFICER RECORDS	1. COPIES OF OFFICER DISTRIBUTION CONTROL REPORTS (NAVPERS 1301/5). The report shows active duty officer assignments, is prepared by the CHNAVPERs, and is furnished monthly to activities. a. Verified or Corrected Copies.		Destroy when 2 years old.	3	NI-NU-86-1 / 1301/1A	
1306.2	ENLISTED ASSIGNMENT AND DISTRIBUTION RECORDS	2. ENLISTED PERSONNEL ACTION/DUTY PREFERENCE FORMS. (Exclude copies, which become part of the official service record.)		Destroy when 2 years old.	3D	NI-NU-86-1 / 1306/2	
1320.1	ORDERS TO PERSONNEL RECORDS	1. OFFICER AND ENLISTED PERSONNEL Transfer, duty, flight, training, and other orders. (See par. 1900.2 for separation orders and nar. 1570.2 for reserve personnel training duty orders.)		Destroy when 2 years old.	3	NI-NU-86-1 / 1320/1	
1320.2	ORDERS TO PERSONNEL RECORDS	2. INTRA - SHIP OR STATION DUTY ORDERS AND DETAIL ASSIGNMENTS OR REASSIGNMENTS AND RELATED CARD, LOG, ROSTER, OR OTHER LOCAL CONTROL RECORDS.	Individual transferred or reassigned	Retain on board. Destroy when superseded, when individual is transferred or when individual is reassigned, whichever is earliest.	e	NI-NU-86-1 / 1320/2	moved up to be with like records.

1000-39	Family Support Programs:	Information pertaining to the administration of various appropriated/non-appropriated DON Family Support Programs. Includes, but not limited to, volunteer files, voluntary clinical counseling records, personnel accountability and locator records, assessment records, Child and Youth Program records and Transitioning Service Member Program records.		TEMPORARY: Cutoff at CY or when individual leaves the program. Destroy 3 years after cutoff.	x		
1754.1d	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. d. Volunteer Program Files. Contains personal data pertaining to volunteers, including information such as educational and professional qualifications and skills and placement information.		Cutoff when the individual leaves the program. Destroy 3 years after cutoff.	3	DAA-428-2012-0004-0004	
1754.1e(1)	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. e. Voluntary Clinical Counseling Records. Contains client records and case folders including assessments and clinical contact notes, treatment plans and summaries, administrative notes, and any supporting data assembled relevant to the counseling provided. f. Paper Records		Cutoff upon case closure. Destroy 2 years after cutoff.	3	DAA-428-2012-0004-0005	
1754.1f	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. f. Personnel Accountability and Locator Records. Includes information containing work related and personal data necessary to prepare organizational locator, recall and social rosters for official and non-official functions, facility evacuations and other threat situations operational and emergency needs.		Destroy when no longer needed or after 2 years, whichever is later.	3	DAA-428-2012-0004-0007	
1754.1g	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. g. Assessment Records. Contains personal information pertaining to individuals and family members for emergency or family support. Additional data may include Federal Emergency Management Agency (FEEMA) number if issued		Cutoff when individual(s) leave program. Destroy 2 years after cutoff.	3	DAA-428-2012-0004-0008	
1754.1h	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. h. Exceptional Family Member Records. Contains case files of individuals receiving services and includes information such as documentation of family member's special medical and/or educational needs, individualized treatment plans, case notes, and other documentation relating to services provided.		Cutoff when the individual leaves the program. Destroy 3 years after cutoff.	3	DAA-428-2012-0004-0009	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1754.1I	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. I. Child and Youth Program Records. Includes client information and case folders containing assessments and background information, developmental profiles and any supporting data assembled relevant to care as provided.		Cutoff when individual(s) leave program. Destroy 2 years after cutoff.	3	DAA-428-2012-16 0004-0010	
1754.1J	FAMILY SUPPORT PROGRAMS	J. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. J. Transitioning Service Member Programs Records. Includes assistance files containing copies of military record, job preferences, and documents supporting services provided.		Cutoff upon service person's separation. Destroy 1 year after cutoff.	3	DAA-428-2012-e 0004-0011	
1000-40	Family Advocacy Case Files - Unsubstantiated:	Case files relating to unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are Child/Spouse Abuse Incident Reports DD Form 2404 (Child/Spouse Abuse Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police reports, CID report, and other pertinent investigative reports and supportive data, evaluation of cases, record of services and counseling provided, treatment data and related documents.	Trigger(s)	TEMPORARY: Cutoff and destroy 2 years after the end of the calendar year in which the case review committee determination was made. During the period of retention, if there is new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be totally reassessed.	x		
1754.3b(2)	FAMILY SUPPORT PROGRAMS	a. Family Advocacy Case Files: Case files, copies of medical records, investigative reports, committee findings, correspondence, and related supportive records documenting abuse, neglect, or maltreatment of family members. b. Family Advocacy Case Records (secondary medical records) at BUMED Activities and Installation Family Service Centers. Documents relating to substantiated and unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are Child/Spouse Abuse Incident Reports DD Form 2404 (Child/Spouse Abuse Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police reports, CID report, and other pertinent investigative reports and supportive data, evaluation of cases, record of services and counseling provided, treatment data and related documents. (2) Unsubstantiated/Not Set Cases		Cut off and destroy 2 years after the end of the calendar year in which the case review committee determination was made. During the period of retention, if there is new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be totally reassessed.	3	N1-330-01-2 / 21/B	
1000-41	Personnel Discipline:	Information relating to discipline of military personnel. This includes but is not limited to reports of desertion, punishment book, infractions reports, brig and confinement records.	Trigger(s)	TEMPORARY: Cutoff at completion of punishment. Destroy 2 years after cutoff.	x		
1050.3	LEAVE AND LIBERTY RECORDS	3. REPORTS OF DESERTION. Files such as declaration message and DD 553 (Absentee Wanted by the Armed Services). (Exclude copies used for other purposes.)		Destroy when 2 years old or when member is apprehended or surrenders, whichever is earlier.	3	N1-NU-86-1 / 1050/316	
1620.6a(1)	DISCIPLINE RECORDS	6. DISCIPLINARY CASE FILES. Files of Marines assigned to special foreign duty with the Department of State and maintained by "Company F," Headquarters Battalion, Headquarters, U.S. Marine Corps, and case files of brig prisoners. a. Special Foreign Duty Marines. (1) No action pending by the Department of State or U.S. Marine Corps. (2) No action pending by the Department of State or U.S. Marine Corps.		Retain on board. Destroy 1 year after completion of punishment.	3	N1-NU-86-1 / 1620/6/A/116	
1620.6a(2)	DISCIPLINE RECORDS	6. DISCIPLINARY CASE FILES. Files of Marines assigned to special foreign duty with the Department of State and maintained by "Company F," Headquarters Battalion, Headquarters, U.S. Marine Corps, and case files of brig prisoners. a. Special Foreign Duty Marines. (1) No action pending by the Department of State or U.S. Marine Corps. (2) No action pending by the Department of State or U.S. Marine Corps.		Retain on board. Destroy 1 year after date of detachment of individual.	3	N1-NU-86-1 / 1620/6/A/2	
1620.6b	DISCIPLINE RECORDS	6. DISCIPLINARY CASE FILES. Files of Marines assigned to special foreign duty with the Department of State and maintained by "Company F," Headquarters Battalion, Headquarters, U.S. Marine Corps, and case files of brig prisoners. b. Brig Prisoners		Retain on board. Destroy 2 years after release.	3	N1-NU-86-1 / 1620/6/B	
1620.2	DISCIPLINE RECORDS	2. UNIT PUNISHMENT BOOK OR DIARY PAGES.		Destroy when 2 years old.	3/6	N1-NU-86-1 / 1620/2	
1620.5	DISCIPLINE RECORDS	5. LIST OF RESTRICTED PERSONNEL		Destroy when 1 year old.	3	N1-NU-86-1 / 1620/5	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1620.8	DISCIPLINE RECORDS	8. REPORTS OF INFRACTIONS OF BASE REGULATIONS BY SHIPBOARD PERSONNEL. These reports are made to or by the Senior Officer Present Ashore (SOPA) to the base or to ships and are held by amphibious bases and other similar activities.		Destroy when 1 year old.	3	N1-NU-86-1 / 1620/8	
1626.2	ENLISTED DISCIPLINE RECORDS	2. DESERTER RECORD CARD. (Exclude copies, which become part of the official service record.)		Destroy when 2 years old.	3	N1-NU-86-1 / 1626/2	
1000-42	Confinement Records - General Operation:	Information relating to the general operation of brigs and prisons. Includes, but not limited to, brig logs; disciplinary log, visitor's log, privileged correspondence log, medical log; and monthly report of prisoners received and released.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 3 years after cutoff.	x		
1640.4b	CONFINEMENT RECORDS	4. LOG BOOK RECORDS MAINTAINED BY BRIGS. b. Disciplinary Log. A record of each disciplinary report and the action taken by the commanding officer. Include prisoner name and SSN, date, and a brief statement of the offense.		Destroy when 2 years old.	3	N1-NU-93-7 / 1640/4/B	
1640.4c	CONFINEMENT RECORDS	4. LOG BOOK RECORDS MAINTAINED BY BRIGS. c. Visitors Log. A chronological record of all visitors to prisoners confined. Include date of visit, time in/out, name of visitor, verification of visitor identification, purpose of visit, and name of prisoner/detainee visited.		Destroy when 2 years old.	3	N1-NU-93-7 / 1640/4/C	
1640.4d	CONFINEMENT RECORDS	4. LOG BOOK RECORDS MAINTAINED BY BRIGS. d. Privileged Correspondence Log. A record of privileged correspondence sent or received by prisoners/detainees. Include date correspondence sent or received, addresser, addressee, and signature of mail supervisor.		Destroy when 2 years old.	3	N1-NU-93-7 / 1640/4/D	
1640.4e	CONFINEMENT RECORDS	4. LOG BOOK RECORDS MAINTAINED BY BRIGS. e. Medical Log. A chronological record of treatment administered by doctors or hospital corpsmen to prisoners/detainee. Include prisoner name and SSN, date of treatment, nature of complaint, treatment administered, medication issued, signature of person administering treatment, and signature of prisoner/detainee receiving treatment.		Destroy when 2 years old.	3	N1-NU-93-7 / 1640/4/E	
1640.5	CONFINEMENT RECORDS	3. MONTHLY REPORT OF PRISONERS (80 PERCS 1640-2). Lists of persons committed, moving reports of prisoners received and released. Report prepared by Boat and Ashore Release only.		Destroy when 3 years old.	3	N1-NU-93-7 / 1640/5	
1000-43	Transient Records:	Information related to military personnel that has minimal or no documentary or evidential value. This includes but is not limited to internal reports and controls (checklists, tabulations), temporary command files, local personnel rosters, receipts for service, room and meal assignments, local daily personnel diaries/reports, requests or recommendations for promotion or reassignment, and reports of minor offenses.	Trigger(s)	TEMPORARY: Destroy when 6 months old.	x		GRS23.7?
1000.4e(2)	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. e. Board for Correction of Naval Records (BCNR) and Marine Corps Performance Evaluation Case Files. Files consisting of all papers relating to each individual case. (2) Docket cards of cases processed by the board.	wnln	Retain on board. Destroy when no longer needed.	e	N1-NU-86-1 / 1000/4/E/2	moved up to be with like records
1000.4g(2)	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. g. Board of Review, Discharges, and Dismissal Official Case Files. (2) Docket cards and en bloc recommendations made by the Board and approved by Secretary of the Navy (SECNAV) (official original document only).	wnln	Retain on board. Destroy when no longer needed.	e	N1-NU-86-1 / 1000/4/G/2	moved up to be with like records
1000.4h(2)	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	4. NAVY DEPARTMENT MILITARY PERSONNEL BOARDS AND COUNCILS RECORDS. h. Naval Clemency and Parole Board Records. (2) En bloc recommendations made by the Board and approved by SECNAV (official original document only).	wnln	Retain on board. Destroy when no longer needed.	e	N1-NU-86-1 / 1000/4/H/2	moved up to be with like records
1000.6	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS	6. INTERNAL REPORTS AND CONTROLS. Files such as checklists, tabulations, reports, local controls, and similar records.		Retain on board. Destroy when no longer needed.	wnln	N1-NU-86-1 / 1000/6	moved up to be with like records
1010.2	INSPECTIONS RECORDS	2. DORMITORY OR BARRACKS INSPECTION AND MAINTENANCE REPORTS		Destroy when 6 months old.	6 mo	N1-NU-86-1 / 1010/2	
1070.5a	PERSONNEL RECORDS	5. TEMPORARY (LOCAL) PERSONNEL FILES. a. Temporary Command Files. Individual files, alphabetical by name, established in accordance with NAVMILPERMAN 5030180 by commanding officers of selected reserve units and CNAVRBMs for personnel assigned to them.	service member transfers to another unit, is ordered to active duty, or is detached from the unit or the cognizance of CNAVRBMs.	Retain on board. Destroy when the service member transfers to another unit, is ordered to active duty, or is detached from the unit or the cognizance of CNAVRBMs.	e	N1-NU-86-1 / 1070/5/A	moved up to be with like records
1070.6a	PERSONNEL RECORDS	6. RECEIPTS FOR SERVICE, HEALTH, PAY, OR SIMILAR RECORDS. Consists of receipts, cover letters, or other forms verifying the transmittal of records maintained by preparing units.		Destroy when 6 months old or upon acknowledgement of receipt, whichever is earlier.	6 mo	N1-NU-86-1 / 1070/6/A	
1070.7	PERSONNEL RECORDS	7. PERSONNEL ROSTERS, LISTINGS, CARDS, INDEXES, AND OTHER SIMILAR RECORDS OF PERSONNEL ON BOARD MAINTAINED BY PREPARING UNIT.	superseded or obsolete	Retain on board. Destroy when superseded or obsolete.	e	N1-NU-86-1 / 1070/7	moved up to be with like records
1070.8	PERSONNEL RECORDS	8. RECORDS OF ROOM AND MEAL ASSIGNMENTS. Files include billeting slips or logs or other similar or related records maintained by preparing units.		Destroy when 6 months old.	6 mo	N1-NU-86-1 / 1070/8	
1070.11	PERSONNEL RECORDS	11. LOCAL DAILY PERSONNEL DIARIES OR REPORTS. Attendance, drill, or muster reports, morning reports, or similar entries maintained by unit preparing reports. (Exclude personnel accounting records covered in par. 1080 and MARCORPS drill reports covered in par. 1050.)		Retain on board. Destroy when 3 months old.	6 mo	N1-NU-86-1 / 1070/11	
1070.13	PERSONNEL RECORDS	13. REQUESTS FOR CHANGES IN PAY STATUS. Files maintained by preparing units.		Destroy when 6 months old.	6 mo	N1-NU-86-1 / 1070/13	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1080.8	PERSONNEL ACCOUNTING RECORDS	8. DAILY AVAILABILITY REPORTS AND ENLISTED AVAILABILITY CARD. Files used by naval stations to report available members awaiting further assignment.		Destroy when 6 months old.	6 mo	N1-NU-86-1/ 1080/816	
1080.9	PERSONNEL ACCOUNTING RECORDS	9. MANPOWER AUTHORIZATION (OPNAV 1000/2/3). Files received by personnel accounting/manpower information installations from COMNAVMIIPERSCOM for data recording purposes.	1616 superseded or obsolete	Retain on board. Destroy when superseded.	e	N1-NU-86-1/ 1080/9	moved up to be with like records
1131.4	OFFICER RECRUITING RECORDS	4. OFFICER RECRUITMENT STATUS AND PRODUCTION REPORTS.		Destroy when 6 months old.	6 mo	N1-NU-86-1/ 1131/4-16	
1230.1	TESTING AND INTERVIEWING RECORDS	1. INTERVIEWERS' APPRAISAL SHEETS.	16 application determination 1616 final at independent duty, upon completion of	Retain on board. Destroy after selection or non-selection to program in which applied.	e	N1-NU-86-1/ 1230/1	moved up to be with like records
1320.4a	ORDERS TO PERSONNEL RECORDS	4. Records of screening/interviewing guides used for screening enlisted candidates for training/schooling. a. Records of those chosen.	1616 final determination is made that the individual will not be assigned to duty.	Destroy after arrival at independent duty upon completion of training/schooling, or final determination is made that the individual will not be assigned to duty.	e	N1-NU-92-9/ 1320/4/A	moved up to be with like records
1400.2	GENERAL PROMOTION AND ADVANCEMENT RECORDS	2. RECOMMENDATIONS FOR PROMOTIONS OR ADVANCEMENT IN RATING AND RELATED CARD OR OTHER PROGRESS RECORDS	1616 promotion, advancement or denial	Retain on board. Destroy 6 months after promotion, advancement or denial thereof.	6 mo	N1-NU-86-1/ 1400/2	
1400.3	GENERAL PROMOTION AND ADVANCEMENT RECORDS	3. SCREENING FORMS AND REPORTS FOR PROMOTING OR ADVANCING PERSONNEL	1616 promotion, advancement or denial	Retain on board. Destroy 6 months after promotion, advancement or denial thereof.	6 mo	N1-NU-86-1/ 1400/3	
1410.1	REQUIREMENTS AND QUALIFICATIONS RECORDS	1. REQUESTS TO BE EXAMINED FOR RATINGS, WITH RECOMMENDATIONS.	1616 promotion, advancement or denial	Retain on board. Destroy 6 months after promotion, advancement, or denial thereof.	6 mo	N1-NU-86-1/1616 1410/1	
1418.3	ENLISTED EXAMINATIONS RECORDS	3. RECRUIT TRAINING TEST RECORDS.		Apply par. 1510. Retain on board. Destroy 6 months after promotion, advancement, or denial thereof.	3	N1-NU-86-1/ 1418/3	1616
1430.2	ADVANCEMENT IN RATE OR RATING RECORDS	2. REQUESTS TO BE EXAMINED FOR RATING, WITH RECOMMENDATIONS.	1616 promotion, advancement or denial	Retain on board. Destroy 6 months after promotion, advancement, or denial thereof.	6 mo	N1-NU-86-1/ 1430/2	
1430.3	ADVANCEMENT IN RATE OR RATING RECORDS	3. REPORTS OF EXAMINATION FOR ADVANCEMENT OR CHANGE IN RATING.	1616 promotion, advancement or denial	Retain on board. Destroy 6 months after promotion, advancement, or denial thereof.	6 mo	N1-NU-86-1/16 1430/3	
1552.3c	TRAINING PUBLICATIONS RECORDS	3. NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY (NETPMSA) PUBLICATIONS RECORDS. c. Continuous Edge or Review Files. Background information collected by writers preparing new or revised text of manuals, including correspondence, records of contacts, or other sources of material, locations of available reference documents, writers' notes, and other similar material.	1616 publication	Destroy 6 months after text of manual is published.	6 mo	N1-NU-86-1/ 1552/3/C	
1552.3e	TRAINING PUBLICATIONS RECORDS	e. Illustration Correspondence Files. Correspondence and related papers pertaining to artwork to be used in publications. Include flow sheets, work sheets of deleted materials, sources, and lists of illustrations, copies of copyright permission letters, and other related or similar records.		Destroy when 6 months old.	6 mo	N1-NU-86-1/ 1552/3/E	
1620.3b	DISCIPLINE RECORDS	3. MINOR OFFENSE REPORTS OR RELATED RECORDS. Files dealing with violations and offenses reported for disciplinary action, including Report and Disposition of Offenses.		Destroy when 3 months old.	3 mo	N1-NU-86-1/ 1620/3/B	
1620.7	DISCIPLINE RECORDS	b. Marine Corps Reports. Files of incidents and miscellaneous offenses. 7. MINOR OFFENSE RECORDS. Records, including case files, showing punishments awarded and records of accomplishment thereof for minor offenses.	1616 completion of action	Retain on board. Destroy after completion of punishment.	e	N1-NU-86-1/ 1620/7	moved up to be with like records
1000-44	Subordinate Command Instructions and Publications	Implementing directives and instructions issued or maintained by subordinate commands.	Trigger(s)	TEMPORARY: Destroy when canceled or superseded.			(S) Common across Chapters. Need a common description for each.
1754.1a	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. a. Policy and Guidance Documents		Destroy when superseded, rescinded, or canceled.	w/in	DAA-428-2012-0004-0001	
1000-45	Information Contributing to Official Military Personnel File (OMPEF)	Information which only contributes to entries in the individual DMPE. This includes but is not limited to clothing issue records, individual classification/evaluation worksheets and reports, entrance on training/examination scores and temporary assignments.	Information entered into service record	TEMPORARY: Destroy when information entered into service record.			
1070.15b	PERSONNEL RECORDS	15. CLOTHING ISSUE RECORDS. Files maintained by activities to which naval personnel are attached. b. All Other Personnel.	servicerecord 16	Retain on board. Destroy when purpose is served or when entered in official personnel record, whichever is earlier.	e	N1-NU-86-1/ 1070/15/B	
1220.1	ENLISTED RECORDS	1. CLASSIFICATION RECORDS. Files used for obtaining qualification and classification data for individual enlisted personnel.	service record	Retain on board. Destroy after NAVPERS 1070/603 is completed and filed in the enlisted service record (par. 1070.1).	e	N1-NU-86-1/ 1220/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
122D.2	ENLISTED RECORDS	2. ENLISTED EVALUATION WORKSHEETS.	service record	Retain on board. Destroy after the enlisted evaluation report is filed in the enlisted service record (par. 1070.1).	e	N1-NU-86-1 / 122D/2	
1220.3a	ENLISTED RECORDS3. ENLISTED EVALUATION REPORTS.	a. Individual Reenlists Immediately After Discharge.	service record	Transfer to new service record.	e	N1-NU-86-1 / 1220/3/A	
1230.2	TESTING AND INTERVIEWING RECORDS	2. EXAMINATION ANSWER OR SCORE SHEETS FOR CLASSIFICATION TEST.	service record	Retain on board. Destroy 6 months after recorded in enlisted service record.	6 mo	N1-NU-86-1 / 1230/2	
1410.4	REQUIREMENTS AND QUALIFICATIONS RECORDS	4. EXAMINATION PAPERS AND ANSWER SHEETS. (See paragraph 1531.4 for Naval Academy entrance tests. See also paragraph 1418.1 for enlisted examination score sheets.)	service record	Retain on board. Destroy 30 days after examination or when graded or scored, provided grade or score has been recorded on appropriate document.	6 mo	N1-NU-86-1 / 1410/4	
1418.1	ENLISTED EXAMINATIONS RECORDS	1. ENLISTED EXAMINATION SCORE SHEETS.	service record	Retain on board. Destroy after scoring or other processing actions have been completed and the score has been recorded on service record book pages or other appropriate record.	e	N1-NU-86-1 / 1418/1	moved up to be with like records
1418.2	ENLISTED EXAMINATIONS RECORDS	2. CLASSIFICATION TESTING RECORDS.	service record	Retain on board. Destroy 6 months after recorded in enlisted service record filed under par. 1070.1.	e	N1-NU-86-1 / 1418/2	
1418.4	ENLISTED EXAMINATIONS RECORDS	4. OTHER ENLISTED STUDENTS' EXAMINATION PAPERS OR ANSWER SHEETS TO EXAMINATION PAPERS.	service record	Retain on board. Destroy 30 days after examination or when graded or scored, provided grade or score has been recorded on appropriate document.	6 mo	N1-NU-86-1 / 1418/4	
1421.2d	TEMPORARY PROMOTIONS RECORDS	2. TEMPORARY APPOINTMENTS FOR ACTIVE DUTY AND INACTIVE DUTY PERSONNEL d. Local Service Record Coop.	service record	Retain with service record.	e	N1-NU-86-1 / 1421/2/D	
1500.7	GENERAL TRAINING AND EDUCATION RECORDS	7. ENROLLMENT AND PROGRESS RECORDS. Files pertaining to individual students including training (case) folders for individual students when used. Consist of records documenting individual student's progress and related material such as enrollment and disenrollment papers, biographical data, records of past service or assignments, reports of unauthorized absences, instructors' remarks, copies of authorizations for training duty, conduct and minor disciplinary reports from academic authorities concerning failings, and other records used for local purposes only. (Exclude student's official record cards showing grades and completion of courses covered in par. 1500.9.)	service record	Retain on board. Destroy after completion of training, transfer, or discharge provided required data has been recorded in individual's service record or on student's record card.	e	N1-NU-86-1 / 1500/7	
1571.3	ACTIVE DUTY FOR TRAINING RECORDS	3. ENDORSED COPIES OF ACTIVE-DUTY TRAINING ORDERS.	service record	File in official officer or enlisted service record.	e	N1-NU-86-1 / 1571/3	
1616.2	ENLISTED PERFORMANCE AND CONDUCT RECORDS	2. ENLISTED EVALUATION WORKSHEETS.	service record	Retain on board. Destroy when enlisted evaluation report is filed in enlisted service record.	e	N1-NU-86-1 / 1616/2	
1616.3b	ENLISTED PERFORMANCE AND CONDUCT RECORDS	3. ENLISTED EVALUATION REPORTS. b. When Individual Reenlists Immediately After Discharge.	service record	Transfer to new service record.	e	N1-NU-86-1 / 1616/3/B	
1810.1	REGULAR NONDISABILITY RETIREMENT RECORDS	1. CORRESPONDENCE FILES. Files relating to the processing of officer and enlisted naval personnel for non-disability retirement and to the administration of non-disability retirement functions.	service record	File in microfiche record (military service jacket, SSIC 1070.1) after completion of retirement processing.	e	N1-NU-86-1 / 1810/1	
1900.2b	GENERAL SEPARATION RECORDS	2. SEPARATION DOCUMENTS. Files include documents such as the report of separation from the Armed Forces of the United States for individual member. b. NMPC and HQMC. One copy of each order to be filed in individual's service record. (Navy orders are forwarded with endorsements and other separating documents or forms to BUPERS as provided in the MILPERSMAN. Marine Corps copies are forwarded as provided in MCOPI 1900.16, the Marine Corps Separation and Retirement Manual.)	service record	File in appropriate individual's personnel record/service jacket.	e	N1-NU-86-1 / 1900/2/B	
1900.5	GENERAL SEPARATION RECORDS	3. ORIGINAL ADMINISTRATIVE DISCHARGE RECORDS. Files relating to individual cases including briefs and recommendations, transcripts of board proceedings, and correspondence with interested parties relating to the disposition of the case maintained by NMPC and HQMC.	service record	File in individual's service record.	e	N1-NU-86-1 / 1900/5	
1000-46	Marine Corps Total Force Manpower Models Reengineering (TFMMR), Master File:	TFMMR is a single integrated system containing the modeling and decision support functionality required to support the Manpower Management Process within the Human Resources Development Process. TFMMR will integrate and stream line all aspects of the Active and Reserve component manpower processes and improve efficiencies.		TEMPORARY: Cutoff at CY. Destroy 25 years after cutoff.	x	N1-127-09-5 / 1	
5214.3a	STATISTICS RECORDS	3. Marine Corps Total Force Manpower Models Reengineering (TFMMR). TFMMR is a single integrated system containing the modeling and decision support functionality required to support the Manpower Management Process within the Human Resources Development Process. TFMMR will integrate and stream line all aspects of the Active and Reserve component manpower processes and improve efficiencies. a. The master files include but are not limited to manpower and personnel data such as Unit Table of Organization, Names, Ranks, Social Security Numbers, Assignments, Job Classification, Testing Scores, Schools Seats, Class Start/End Dates, School Types, Physical Fitness and Combat Training Scores.		Close completed files annually. Destroy when 25 years old.	3D	N1-127-09-5 / 1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition ¹⁶	Ret.	DAU	Notes ¹⁶
1000-47	GRS 3.1 050 - Data Administration Records (Permanent):	<p>Documentation necessary for the preservation of permanent electronic records. Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records, including:</p> <ul style="list-style-type: none"> • data/database dictionary records • data systems specifications • file specifications • codebooks • record layouts • metadata • user guides • output specifications <p>Note 1: Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p>Note 2: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.</p>		PERMANENT: Transfer to the National Archives with the permanent electronic records to which the documentation relates.	x	GRS 3.1050 DAA-GRS-2013-0005-0002	New GRS
1070.17a(2)	PERSONNEL RECORDS	<p>17. The Inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservist, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS), it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision-making support models.</p> <p>a. INACTIVE OFFICER MASTER FILE (IOMF) carries entire personnel records for all officers who are Naval Inactive Reservist, Fleet Reservists and Retired personnel.</p>		PERMANENT. Transfer a copy to National Archives with master file transfer.	p	N1-NU-93-8 / 2	
1070.17b(2)	PERSONNEL RECORDS	<p>(2) Systems Documentation</p> <p>17. The Inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservist, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS), it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision-making support models.</p> <p>b. INACTIVE ENLISTED MASTER FILE (IEMF) carries entire personnel records for all enlisted who are Naval Inactive Reservist, Fleet Reservists and Retired personnel.</p>		PERMANENT. Transfer a copy to National Archives with master file transfer.	p	N1-NU-93-8 / 4	
1070.17c(2)	PERSONNEL RECORDS	<p>(2) Systems Documentation</p> <p>17. The Inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservist, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS), it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision-making support models.</p> <p>c. INACTIVE ACTIVITY MASTER FILE carries addresses, Titles, Onboard Strengths, Officer and Enlisted Counts and Allowances. It also carries PERS – MOB Team Info, UIC Info, PSA/PSD Info, Ten Digit Code, Activity Processing Code, Drills Authorized Major Claimant, REDCOM, DOD Plan Group Info, Reserve Unit Identification Code Reserve Program Element Code, and Reserve Center Info.</p>		PERMANENT. Transfer a copy to National Archives with master file transfer.	p	N1-NU-93-8 / 6	
1070.17d(2)	PERSONNEL RECORDS	<p>(2) Systems Documentation</p> <p>17. The Inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservist, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy input to DOD Reserve Component Common Personnel Data System (RCCPDS), it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision-making support models.</p> <p>d. OFFICER ATTRITION FILE carries entire personnel records for all Officers from the Navy Reserve or Fleet Reserve – or for Retired Navy Officers who are lost to Navy strength.</p>		PERMANENT. Transfer a copy to National Archives with master file transfer.	p	N1-NU-93-8	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1070.17e(2)	PERSONNEL RECORDS	17. The Inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservists, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Component application modules which either pass data to it or receives data from it. In addition, IMAPMIS provide Navy Input to DOD Reserve Component Common Personnel Data System (RCCPDS), it provides vital input to Naval Reserve Drill Pay System (NRDPS) at the Navy Finance Center, and it provides data to various reserve decision - making support models. e. ENLISTED ATTRITION FILE carries entire personnel records for all Enlisted Personnel from the Navy Reserve or Fleet Reserve - or for Retired Navy Enlisted Personnel - who are lost to Navy strength. (2) System Documentation.		PERMANENT. Transfer 16copy to National Archives with master file transfer.	p	N1-NU-93-8	
1650.1d(3)(b)	DECORATIONS, MEDALS, AND AWARDS RECORDS	1. BOARD OF DECORATIONS AND MEDALS, NAVY DEPARTMENT RECORDS d. Master Record of Awards. A master record of individual awards to Navy and Marine Corps personnel maintained by the Board of Decorations and Medals. File includes awards approved by SECNAV and those authorized for approval by subordinate commanders. Record includes service member's name, service number/SSN, award recommended, award approved, and a narrative summary of the citation. A second section of the file contains activities awarded Unit Awards and the dates of eligibility. (3) Awards Information Management System (AIMS). Electronic records of individual personal awards 1976 and continuing and unit awards 1941 and continuing maintained by the Board of Decorations and Medals. The system does not list individual campaign service awards. (b) Documentation.		Permanent. Transfer the documentation for the "history" files to the National Archives with the initial transfer of the "history" files. Transfer the documentation for the "active" files with each subsequent transfer of the "active" files.	p	N1-NU-92-17 / 2 DAL-NU-2010-0008-0002	
1650.3c(1)(c)	DECORATIONS, MEDALS, AND AWARDS RECORDS	3. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY COMMANDS OR OTHERS UNDER AUTHORITY DELEGATED TO THEM TO MAKE SUCH AWARDS. Case files maintained by the awarding authority to include recommendations, supporting documents, and related correspondence. c. Marine Corps Awards. The Headquarters Marine Corps Awards Processing System (APS) is an electronic awards system that manages the awards approved and fulfills all recordkeeping requirements for awards approved by the Commandant of the Marine Corps (CMC) and those delegated awarding authorities within the Marine Corps. (1) Award Processing System (APS). The current information system for maintaining personal and unit awards. For purposes involving the APS, the term "Closed/Completed Award" refers to an award in the APS archive file. The Record include the HQMC APS 1650, document history related to decisions made, summary of action, and the award citation. (c) Documentation (Media Neutral). Records include but are not limited to description of data elements and file layout, code books, and operators and user manuals.		PERMANENT. Transfer the system documentation with the initial transfer of the records and each subsequent transfer.	p	N1-NU-06-7 / 3	

1000-48	GRS 3.1 051 - Data Administration Records (temporary)	All documentation for temporary electronic records and documentation not necessary for preservation of permanent records. Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including: • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications and also the following records for all electronic records whether scheduled as temporary or permanent: • software operating manuals • data standards • table and dependency descriptions • taxonomies • schemas • hierarchies • source code • physical data model • logical data model	cutoff	TEMPORARY: Destroy 5 years after the project / activity / transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.		GRS 3.1 051 DAA-GRS-2013-0005-0003	(d) Common across chapters. Need a common description for each. (e) Combine with other similar GRS in chapter 2 New GRS
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SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1850.3a(1)	DISABILITY RETIREMENT RECORDS	3. Traumatic Injury Protection Program System (T-SGLI) provides Marine Corps service members who suffer a loss as direct result of a serious traumatic injury with monetary assistance. a. The computerized system that allows service members to apply on line for monetary claims as direct result of traumatic injury. Master files include but not limited to scanned copies of medical records, scanned T-SGLI supplemental, reconsideration, Navy Council of Review claims and approvals and denials of claims. (1) Systems documentation including but not limited to, user manuals, systems descriptions, data dictionaries, baseline requirements reports, report listings, and the record layout/file structure and codes for each data file. The documentation for each data file will include any additional information about the content of the data file and/or the context in which the data file was created.		Destroy/delete when no longer needed to retrieve information from system.	wnln	GRS 20.11	
1900.8c	GENERAL SEPARATION RECORDS	8. Separations and Retirement Staffing System is a computerized application which allows the paperless routing of separations, retirements, retire/retain and retire/recall requests to officers and retirement request for enlisted personnel Marine Corps-wide. c. Documentation. Systems documentation including but not limited to, user manuals, systems descriptions, data dictionaries, baseline requirements reports, report listings, and the record layout/file structure and codes for each data file. The documentation for each data file will include any additional information about the content of the data file and/or the context in which the data file was created.		Destroy/delete when no longer needed to retrieve information from system.	wnln	GRS 11a(1)	
1650.4b	DECORATIONS, MEDALS, AND AWARDS RECORDS	4. MEDALS AND AWARDS SYSTEM. A computerized file of records of individual awards granted to Navy personnel maintained by the BUPERS. This system consists entirely of extracts from the Awards Information Management System (AIMS). b. Documentation.		Destroy when canceled, superseded or no longer required.	wnln	NI-NU-92-17 / 4	

1000-49a	GRS 4.3 010 - Hardcopy or Analog Input/Source Records	The GRS only covers hardcopy or analog records incorporated into an electronic system and records that have been converted to an electronic format in their entirety. The types of input records that may be included are: - hardcopy or analog records that are scanned into an electronic record keeping system - hardcopy or analog still pictures, sound recording, motion picture, film, or video recording that were previously scheduled as temporary Hardcopy or analog records previously scheduled as temporary used to create, update, or modify electronic records incorporated in their entirety into an electronic system. Not media neutral. Applies to hardcopy or analog records only.		TEMPORARY: Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.		GRS 4.3 010 DAA-GRS-2018-0011-0001	(5) Common across chapters. Need a common description for each. (7) Combine with other similar GRS in chapter 2. New GRS.
1040.4b(1)	RETENTION/CAREER PLANNING RECORDS	4. Marine Corps Total Force Retention System (TFRS). TFRS is a web-enabled application that provides access to multiple databases and integrates workflow and information on personnel retention requirements. The purpose of the system is to track and monitor career planning for reenlistment, extension, lateral moves, overseas extensions, and special duty assignments of personnel. This application assists in overall recruitment goals and assignments. b. System inputs include but are not limited to approved reenlistment, extension, and/or lateral move requests by Individual Marines along with personnel data derived from Marine Corps Total Force System (MCTFS) or manually entered by Individual Career Specialists. (1) MCTE System data		DO NOT DESTROY. Disposition is NOT authorized.	u	GRS 20.2a(4)	
1040.4b	RETENTION/CAREER PLANNING RECORDS	4. Marine Corps Total Force Retention System (TFRS). TFRS is a web-enabled application that provides access to multiple databases and integrates workflow and information on personnel retention requirements. The purpose of the system is to track and monitor career planning for reenlistment, extension, lateral moves, overseas extensions, and special duty assignments of personnel. This application assists in overall recruitment goals and assignments. b. System inputs include but are not limited to approved reenlistment, extension, and/or lateral move requests by Individual Marines along with personnel data derived from Marine Corps Total Force System (MCTFS) or manually entered by Individual Career Specialists.		Destroy after information has been converted into TFRS and verified.	wnln	GRS 20.2a(4)	
1D70.18c	PERSONNEL RECORDS	18. Marine Corps Total Force System (MCTFS). An electronic system that contains the personnel and pay data on all active and reserve Marine Corps personnel, and personnel data on retired Marine Corps personnel System also contains mission-essential personnel information for selected civilian employees and contractors affiliated with the Marine Corps Career data created prior to 1988 was migrated from legacy personnel. c. System inputs. Sources of data used to populate the system include but are not limited to manpower and personnel distribution information (WebMASS), non-pay related self-reportable personnel data (MCL), travel and payment data (IATS), student course registration or completion/ completion information, course schedules and course identification table data (MCTIMS), and tracking information of members with dependents who have exceptional medical needs (EFMP).		User activities are responsible for source (input) documentation used to populate the system; such documentation is to be maintained in accordance with the NARA approved records schedule for each information system.	Refers to other SSIC	GRS 20.2c	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1070.18e	PERSONNEL RECORDS	18. Marine Corps Total Force System (MCTFS). An electronic system that contains the personnel and pay data on all active and reserve Marine Corps personnel, and personnel data on retired Marine Corps personnel. System also contains mission-essential personnel information for selected civilian employees and contractors affiliated with the Marine Corps Career data created prior to 1988 was migrated from legacy personnel. e. Manpower Management System. Legacy system consisting of daily back up tapes from 1965-1988 (outdated media, documentation non-existent)		Destroy when no longer needed for reference purposes.	wnln	GRS#0.2b	
1300.5b	GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS	15. Marine Corps Reserve Order Writing System. This is the computerized automated order writing system for the Marine Corps Reserves (MARFORRES). It automates the order writing process from the initial request for orders through the final settlement of those orders and includes the capability to track the orders throughout the process for Marine Corps Reserve Personnel only. Also provides such tracking information such as: Where the orders request is within the routing process, how long it has been in each step within the routing process, and who completed the action at each step with the routing process. b. Input consist of daily personnel feeds from the Marine Corps Total Force System (MCTFS), DOD pay tables, Defense Table of Official Distances (DTOD), In Code Tables		Destroy when no longer needed for reference. (GRS 20.2b)	wnln	GRS#0.2b	
1500.16a(2)	GENERAL TRAINING AND EDUCATION RECORDS	16. Marine Corps Training Information Management System (MCTIMS). MCTIMS is an integrated management system that supports end users throughout the entire Marine Corps by recording training for individual Marines and Units against training standards identified in the Training & Readiness Manuals (T&R), Military Occupation Specialty Manual, Formal School Program of Instruction MCTIMS provides assessments for training readiness for individuals and units and is used to develop curriculum at Marine Corps Formal Schools, including Student Registration and Student Evaluations, and is also used at Recruit Depots to track the issued weapons to recruits. a. Files Accumulated by HQMC (MCCDC / TECOM). (2) System Inputs. Includes, but not limited to, the Marine Corps Total Force System (MCTFS), the Operation Data Store Warehouse (ODSE), and the Total Force Retention System (TFRS).		Destroy when data has been entered in the Master Files / database and verified	Refers to other SSIC	GRS#0.2b	
1850.3b	DISABILITY RETIREMENT RECORDS	3. Traumatic Injury Protection Program System (T-SGLI) provides Marine Corps service members who suffer a loss as direct result of a serious traumatic injury with monetary assistance. b. Paper claim files of T-SGLI applications and supporting documentation including but limited to copies of medical records submitted as a part of the application process that may include psychological reports, correspondence from doctors and hospitals, and diagnoses.		Destroy when 2 years old after scanned into the system and verified. NOTE: Original Medical Records relating to T-SGLI are retained per SSIC 6150.1	3	GRS 20.2a(4)	
1900.7b	GENERAL SEPARATION RECORDS	7. Information system documenting enlisted Administrative Separations. This electronic (web) based system is used to process a service member's separation from the military service for all enlisted personnel, Active and Reserve, assigned to Marine Forces Reserve (MARFORRES) Commands and units. Note: Includes but not limited to the MARFORRES Marine Corps Enlisted Administrative Separations System (MCEADS). b. Input data consist of system uploads from the Marine Corps Total Force System (MCTFS)		Destroy/delete when no longer needed for reference purposes.	wnln	GRS 20.2b	
1900.8b	GENERAL SEPARATION RECORDS	8. Separations and Retirement Status System is a computerized application which allows the paperless routing of separations, retirements, retire/retain and retire/recall requests for officers and retirement request for enlisted personnel Marine Corps-wide. b. Input data consist of system uploads from the Marine Corps Total Force System (MCTFS), the Operational Data Store Enterprise (ODSE) and scanned copies of Administrative Action forms, and official correspondence submitted by service member requesting separation or retirement		Destroy/delete after verification of data input and quality assurance.	wnln	GRS 20.2(b)	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAUe	Notes
1000-50	GRS 4.3 030 - Output Records and Ad Hoc Reports	<p>Output records are records derived directly from the system master record. Examples include system generated reports (in hardcopy or electronic format), online displays or summary statistical information, or any combination of the above. By contrast, reports created using system information but not created directly from the system itself are not system output records, for example an annual report that agency staff prepares based on reviewing information in the system.</p> <p>Exclusion 1: Query results of electronic reports created for a specific business need such as an established reporting requirement or a response to a formal request from a higher level office of the agency or an entity external to the agency. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p>Exclusion 2: Any hard copy reports printed directly from the electronic systems that are not described below. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p> <p>Ad hoc reports. Reports derived from electronic records or system queries created on an ad hoc, or one-time, basis for reference purposes or that have no business use beyond immediate need. This item includes ad hoc reports created from or queries conducted across multiple linked databases or systems.</p> <p>Exclusion 1: Reports created to satisfy established reporting requirements (e.g. statistical reports produced quarterly in accordance with an agency directive or other regular reports to management officials).</p> <p>Exclusion 2: Records containing substantive information, such as annotations, that is not included in the electronic records. (Reports that contain substantive information should be disposed of in accordance with a NARA approved schedule that covers the entire Corps Total Force Retention System (TRFS). TRFS is a web-enabled application that provides access to multiple databases and integrates workflow and information on personnel retention requirements. The purpose of the system is to track and monitor career planning for reenlistment, extension, lateral moves, overseas extensions, and special duty assignments of personnel. This application assists in overall recruitment goals and assignments.</p>		TEMPORARY: Destroy when business use ceases.	x	GRS 4.3 030 DAA-GRS-2013-0001-0005	<p>(\$) Common across chapters. Need a common description for each.</p> <p>(#) Combine with other similar GRS in chapter 2</p> <p>New GRS</p>
1040.4(c)(1)	RETENTION/CAREER PLANNING RECORDS	<p>a. Marine Corps Total Force Retention System (TRFS). TRFS is a web-enabled application that provides access to multiple databases and integrates workflow and information on personnel retention requirements. The purpose of the system is to track and monitor career planning for reenlistment, extension, lateral moves, overseas extensions, and special duty assignments of personnel. This application assists in overall recruitment goals and assignments.</p> <p>b. System Inputs Include but are not limited to approved reenlistment, extension, and/or lateral move requests by individual Marines along with personnel data derived from Marine Corps Total Force System (MCTFS) or manually entered by Individual Career Specialists.</p> <p>c. System Outputs. (1) Requests and final decisions on reenlistment, extension, and lateral moves. Data is input for Total Force Retention System (TRFS). TRFS is a web-enabled application that provides access to multiple databases and integrates workflow and information on personnel retention requirements. The purpose of the system is to track and monitor career planning for reenlistment, extension, lateral moves, overseas extensions, and special duty assignments of personnel. This application assists in overall recruitment goals and assignments.</p> <p>b. System Inputs Include but are not limited to approved reenlistment, extension, and/or lateral move requests by individual Marines along with personnel data derived from Marine Corps Total Force System (MCTFS) or manually entered by Individual Career Specialists.</p> <p>c. System Outputs. (2) Ad hoc hard copy reports are generated for statistical reporting requirements and manpower</p>		DO NOT DESTROY. Disposition is NOT authorized.	u	GRS 20.16	Both outputs and inputs. Recommend treat as an input as that is its final function.
1040.4(c)(2)	RETENTION/CAREER PLANNING RECORDS	<p>a. Marine Corps Total Force Retention System (TRFS). TRFS is a web-enabled application that provides access to multiple databases and integrates workflow and information on personnel retention requirements. The purpose of the system is to track and monitor career planning for reenlistment, extension, lateral moves, overseas extensions, and special duty assignments of personnel. This application assists in overall recruitment goals and assignments.</p> <p>b. System Inputs Include but are not limited to approved reenlistment, extension, and/or lateral move requests by individual Marines along with personnel data derived from Marine Corps Total Force System (MCTFS) or manually entered by Individual Career Specialists.</p> <p>c. System Outputs. (2) Ad hoc hard copy reports are generated for statistical reporting requirements and manpower</p>		Destroy when no longer needed.	w/nh	GRS 20.16	
1070.18d	PERSONNEL RECORDS	<p>a. Marine Corps Total Force System (MCTFS). An electronic system that contains the personnel and pay data on all active and reserve Marine Corps personnel, and personnel data on retired Marine Corps personnel. System also contains mission-essential personnel information for selected civilian employees and contractors affiliated with the Marine Corps Career data created prior to 1988 was migrated from legacy personnel.</p> <p>d. System Outputs. A copy of the current view of MCTFS data is sent daily, usually five times per week, to the Operational Data Store Enterprise (ODSE). A predetermined percentage snapshot of MCTFS data is sent to the Total Force Data Warehouse for historical reference.</p>		Destroy upon verification of data transfer to the Total Force Data Warehouse (TFDW).	w/nh	GRS 20.16	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1300.5c	GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS	5. Marine Corp Reserve Order Writing System. This is the computerized automated order writing system for the Marine Corps Reserves (MARFORRES). It automates the order writing process from the Initial request for orders through the final settlement of those orders and includes the capability to track the orders throughout the process for Marine Corps Reserve Personnel only. Also provides such tracking information such as: Where the orders request is within the routing process, how long it has been in each step within the routing process, and who completed the action at each step with the routing process. c. Outputs consist of orders to personnel including by not limited to Temporary Additional Duty (TAD), Permanent Change of Duty Station (PCS), and Permissive Temporary Additional Duty (PTAD).		Destroy when no longer needed for reference purposes. (NL-127-08-6)	w/nl	GRS 20.16	
1500.16a(3)(a)	GENERAL TRAINING AND EDUCATION RECORDS	16. Marine Corps Training Information Management System (MCTIMS). MCTIMS is an integrated management system that supports end users throughout the entire Marine Corps by recording training for Individual Marines and Units against training standards identified in the Training & Readiness Manuals (T&R), Military Occupation Specialty Manual, Formal School Program of Instruction MCTIMS provides assessments for training readiness for Individuals and units and is used to develop curriculum at Marine Corps Formal Schools, including Student Registration and Student Evaluations, and is also used at Recruit Depots to track the issued weapons to recruits. a. Files Accumulated by HQMC (MCCDC / TECOM). (3) System outputs include but are not limited to Training and Readiness Manuals (T&R), the Military Occupational Specialty Manual (MOS Manual), Formal School Curriculums and Program of Instructions and the Unit Training (UTM). (a) Training and Readiness Manuals (T&R), the Military Occupational Specialty Manual (MOS Manual) and Unit Training Management.		PERMANENT. Apply SSIC 5215.1a	Refers to other SSIC	GRS 20.16	
1500.16a(3)(b)	GENERAL TRAINING AND EDUCATION RECORDS	16. Marine Corps Training Information Management System (MCTIMS). MCTIMS is an integrated management system that supports end users throughout the entire Marine Corps by recording training for Individual Marines and Units against training standards identified in the Training & Readiness Manuals (T&R), Military Occupation Specialty Manual, Formal School Program of Instruction MCTIMS provides assessments for training readiness for Individuals and units and is used to develop curriculum at Marine Corps Formal Schools, including Student Registration and Student Evaluations, and is also used at Recruit Depots to track the issued weapons to recruits. a. Files Accumulated by HQMC (MCCDC / TECOM). (3) System outputs include but are not limited to Training and Readiness Manuals (T&R), the Military Occupational Specialty Manual (MOS Manual), Formal School Curriculums and Program of Instructions and the Unit Training (UTM). (b) ADHOC Reports include, but not limited to, syllabi, lesson plans, and instructional material.		Destroy when no longer needed for administrative, legal, audit, or other operational purposes.	Refers to other SSIC	GRS 20.16	
1850.3a(2)	DISABILITY RETIREMENT RECORDS	3. Traumatic Injury Protection Program System (T-SGLI) provides Marine Corps service members who suffer a loss as direct result of a serious traumatic injury with monetary assistance. a. The computerized system that allows service members to apply on line for monetary claims as direct result of traumatic injury. Master files include but not limited to scanned copies of medical records, scanned T-SGLI supplemental, reconsideration, Navy Council of Review claims and approvals and denials of claims. (2) Statistical output reports to include but not limited to: amount paid by OSGLI, reports of physicians, graph by retroactive and current status, in appellate process, awaiting documentation, sent to BUMED, applications approved and sent to OSGLI, application disapproved and sent to OSGLI, application approved by OSGLI, applications disapproved by OSGLI.		Destroy/delete when no longer needed for reference purposes.	w/nl	GRS 20.16	
1900.7c(1)	GENERAL SEPARATION RECORDS	7. Information system documenting enlisted administrative separations. This electronic (web) based system is used to process a service member's separation from the military service for all enlisted personnel, Active and Reserve, assigned to Marine Forces Reserve (MARFORRES) Commands and units. Note: Includes but not limited to the MARFORRES Marine Corps Enlisted Administrative Separations System (MCEADS). c. Output reports include but are not limited to: reports on separations packages created, pending review, pending SJA action, pending final action and total finalized. (1) Reports created and maintained by MARFORRES.		Destroy/delete when no longer needed for reference purposes.	w/nl	GRS 20.16	
1900.7c(2)	GENERAL SEPARATION RECORDS	7. Information system documenting enlisted administrative separations. This electronic (web) based system is used to process a service member's separation from the military service for all enlisted personnel, Active and Reserve, assigned to Marine Forces Reserve (MARFORRES) Commands and units. Note: Includes but not limited to the MARFORRES Marine Corps Enlisted Administrative Separations System (MCEADS). c. Output reports include but are not limited to: reports on separations packages created, pending review, pending SJA action, pending final action and total finalized. (2) Reports created and maintained by MARFORRES, Major Subordinate Commands.		Destroy/delete when no longer needed for reference purposes.	w/nl	GRS 20.16	
3000-X	U.S. Marine Corps Unit Diaries:	Chronological summary of all events happening in a Marine Corps unit. This series includes related indexes and finding aids.		PERMANENT: Cutoff at CY. Transfer to the National Archives 25 years after cutoff.	x		This series will be cross-walked to a new series in chapter 3. This series better aligns with the functional area of Operations

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notest
1080.6a(1)	PERSONNEL ACCOUNTING RECORDS	6. MARINE CORPS UNIT DIARIES (NAVMC 10793). Chronological summary of all events happening in a Marine Corps unit. a. Original Microfilmed Unit Diaries and 1 positive copy. (1) Silver negative and one copy.		PERMANENT. The Deputy Chief of Staff for Manpower (Code MSRB) will transfer to WNRC after the film has been verified. Transfer to National Archives in 5 year blocks when most recent record is 25 years old. Records will be filmed, inspected, and maintained in accordance with 36 CFR 1236.	p	NI-NU-90-5 / 1080/6/A/1 DAL-NU-2011-0009 0003	
1080.6a(2)	PERSONNEL ACCOUNTING RECORDS	6. MARINE CORPS UNIT DIARIES (NAVMC 10793). Chronological summary of all events happening in a Marine Corps unit. a. Original Microfilmed Unit Diaries and 1 positive copy. (2) Card indexes and related finding aids.		PERMANENT. Transfer to National Archives when all records to which finding aids relate have been transferred. Records will be filmed, inspected, and maintained in accordance with 36 CFR 1236.	p	NI-NU-90-5 / 1080/6/A/2 DAL-NU-2011-0009 0004	

5000-x	Legal Opinions and Legislative Proposals:	Information that documents essential or important policy transactions relating to legislative proposals and enactments, congressional investigations, and other congressional matters including precedent-setting legal opinions issued by the Judge Advocate General (JAG), Office of General Counsel, and other DON authorities.		PERMANENT: Cutoff at CY. Transfer to the National Archives 25 years after cutoff.	x		This series will be cross-walked to a new series in chapter 5. This series better aligns with the functional area of Administration and Management.
1772.1	SURVIVORS' BENEFITS RECORDS	1. DEPARTMENT OF THE NAVY SURVIVOR BENEFITS POLICY RECORDS. These records include precedent setting legal opinions by the Judge Advocate General (JAG), Office of General Counsel, and Comptroller General that influence the payment of benefits based on paternity of the Navy member. These records concern entitlement of family members who may or may not be absolved of any felonious intent in connection with a Navy member's death, i.e., death gratuity, unpaid pay and allowances, and/or legal next-of-kin as recorded to questionable beneficiary designations.		Permanent. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old.	p	NI-NU-86-1 / 1772/1	
1780.2	EDUCATIONAL BENEFITS RECORDS	2. LEGISLATION AND CONGRESSIONAL ACTION RECORDS. Files of the CNO that document essential or important policy transactions relating to legislative proposals and enactments, congressional investigations, and other congressional matters.		Permanent. Transfer to WNRC when file becomes inactive. Offer to NARA when 20 years old.	p	NI-NU-86-1 / 1780/2	
1780.3a	EDUCATIONAL BENEFITS RECORDS	3. LEGISLATIVE PROPOSALS. a. Legislative Proposal Files. Drafts of proposed legislation and Executive Orders together with supporting papers and comments reflecting the Department of the Navy position on proposed legislation or legislation already introduced in Congress.		Permanent. Transfer to WNRC when file becomes inactive. Transfer to NARA when 20 years old.	p	NI-NU-86-1 / 1780/3/A	
1780.5	EDUCATIONAL BENEFITS RECORDS	5. LEGAL OPINION RECORDS. Legal decisions or opinions on educational benefits matters relating to laws, regulations, administrative decisions, and directives affecting the Department of the Navy.		Permanent. Transfer to WNRC when 4 years old or when file becomes inactive. Transfer to NARA when 20 years old.	p	NI-NU-86-1 / 1780/5	

5000-X	Base Security Desk Reference:	Information containing the names of persons who are identified in military police reports as subject, victim, complainant, or witnesses in connection with a complaint.	Trigger(s)	TEMPORARY: Cutoff at date of last entry. Destroy when 5 years old.	x		This series will be cross-walked to a new series in chapter 5. This series better aligns with the functional area of Administration and Management.
1630.2	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	2. DESK REFERENCE CARD FILES. Files are card indices containing the names of persons who are identified in military police reports as subject, victim, complainant, or witnesses in connection with a complaint. (For fingerprint cards, see SIC 3850, paragraph 11c.)		Retain on board. Destroy 5 years after date of last entry.	7	NI-NU-97-4 / 1	should crosswalk to ch. 5 with other law enforcement records

5000-X	From Ch. 1 to ch. 5	Photography, slide sets, filmstrips, audio records, scripts, and posters of routine ceremonies, social events and local activities.	Trigger(s)	TEMPORARY: Cutoff at end of CY. Destroy 3 years after cutoff.	x		This series will be cross-walked to a new series in chapter 5. This series better aligns with the functional area of Administration and Management.
1630.5	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	3. Military Police/Security Force Journals. Information containing a chronological record of police/security force activities developed from reports, complaints, incidents, information received and action taken, record of police radio traffic and similar records. Included are police/security force desk blotters, force radio logs and intrusion detection system logs. (This series may be used by any DON activity with camera related devices). Documents are N/A		Retain on board. Destroy after 3 years after final entry.	8	GRS 18.14a	should crosswalk to ch. 5 with other law enforcement records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1630.7	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	7. Field Interview Records. Includes records of field interviews of persons of interest, but not apprehended, that are conducted during routine patrols and operations by Navy Base Security and USMC Military Police personnel engaged in enforcing military discipline, law and order. (Privacy Act: NMO5580-1)		Cutoff at end of CY. Destroy 3 years old after cutoff.	316	N1-NU-08-5 / 1	should crosswalk to ch. 5 with other law enforcement records
1630.8	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	8. Registrations and Permits Records. Includes information on the registration (or suspension or revocation) of restricted property, pets, privately owned weapons, boats, issuance of hunting, fishing and trapping permits and similar records. Use SSIC 5512, paragraph 15 for Motor Vehicle Operators' Permits. (Privacy Act: NMO5580-1, NMO5512-1, and NO8370-1)		Destroy when 3 years old or when registration or permits expires or is canceled or is revoked, whichever is sooner.	316	N1-NU-08-5 / 2	should crosswalk to ch. 5 with other law enforcement records
1630.9	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	9. Traffic and minor violation citation records. Includes DD Form 1408, Traffic Ticket, Armed Forces and Central Violation Bureau forms that are issued to military and civilian personnel and their dependents by Navy Base Security and Military Police officers for traffic and minor violations or, for dependent and civilian personnel are assigned to Federal magistrate for crimes committed on a military reservation. (Privacy Act: NMO5580-1)		Cutoff at end of CY. Destroy 3 years old after cutoff.	316	N1-NU-08-5 / 3	should crosswalk to ch. 5 with other law enforcement records
1630.10b	NAVY BASE SECURITY AND MILITARY POLICE RECORDS	10. Vehicle Registration and Driver Records. Information gathered on POV registration and driver records files. Included are driver records consisting of: information on chargeable motor vehicle accidents, moving violations, suspension personnel and their dependents and other personnel privileged to operate motor vehicles on Navy and marine Corps installations. (Privacy Act: NMO5580-1) b. Driving records of civilian personnel terminating employment and military personnel (and other dependents) being discharged, released from active duty or being transferred to a new installation and having no valid points or other entries on driving records.		Cutoff at end of CY. Destroy 2 years after cutoff.	316	N1-NU-08-5 / 4	should crosswalk to ch. 5 with other law enforcement records