

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2015-0003
Schedule Status Modified Approved Version

Agency or Establishment Department of the Navy
Record Group / Scheduling Group Navy Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Operations and Readiness
Internal agency concurrences will be provided No

Background Information Department of the Navy Records Schedule 2015 revision - Chapter 3

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
60	24	36	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2015-0003

Sequence Number	
1	Chapter 3 - Operations and Readiness
1.1	3000-1 Immediate Office of the Chief of Naval Operations (CNO) Disposition Authority Number: DAA-NU-2015-0003-0001
1.2	3000-2 Immediate Office of the Commandant of the Marine Corps (CMC) Disposition Authority Number: DAA-NU-2015-0003-0002
1.3	3000-3 CNO Area Coordinator Programs Disposition Authority Number: DAA-NU-2015-0003-0003
1.4	3000-4 Navy and Marine Corps Fleet Command (FLAG) Files Disposition Authority Number: DAA-NU-2015-0003-0004
1.5	3000-5 Policy and Policy Development (Operations and Readiness) Disposition Authority Number: DAA-NU-2015-0003-0005
1.6	3000-6 Policy and Policy Implementation (Cryptology and SIGINT) Disposition Authority Number: DAA-NU-2015-0003-0006
1.7	3000-7 Strategy, Planning, and Tactical Doctrine Disposition Authority Number: DAA-NU-2015-0003-0007
1.8	3000-8 Operating Plans Disposition Authority Number: DAA-NU-2015-0003-0008
1.9	3000-9 Operational Records/Armed Conflict Disposition Authority Number: DAA-NU-2015-0003-0009
1.10	3000-10 Boards and Committees Disposition Authority Number: DAA-NU-2015-0003-0010
1.11	3000-11 Unit Histories, Deck Logs, and Action Reports Disposition Authority Number: DAA-NU-2015-0003-0011
1.12	3000-12 Intelligence Program Disposition Authority Number: DAA-NU-2015-0003-0012
1.13	3000-13 NCIS Counter-Intelligence - Major Investigations Disposition Authority Number: DAA-NU-2015-0003-0013
1.14	3000-14 Counter-Intelligence - Training Disposition Authority Number: DAA-NU-2015-0003-0014
1.15	3000-15 Prisoner-of-War (POW) and Detainee Disposition Authority Number: DAA-NU-2015-0003-0015
1.16	3000-16 Strategic Programs Disposition Authority Number: DAA-NU-2015-0003-0016
1.17	3000-17 Status of Forces and Readiness Disposition Authority Number: DAA-NU-2015-0003-0017

1.18	3000-18 Mobilization Disposition Authority Number: DAA-NU-2015-0003-0018
1.19	3000-19 Emergency and Disaster-Relief Planning Disposition Authority Number: DAA-NU-2015-0003-0019
1.20	3000-20 Aircraft Accident Reports Disposition Authority Number: DAA-NU-2015-0003-0020
1.21	3000-21 Shipping Logs Disposition Authority Number: DAA-NU-2015-0003-0021
1.22	3000-22 Research, Development, Test, and Evaluation (RDT&E) - Significant Projects Disposition Authority Number: DAA-NU-2015-0003-0022
1.23	3000-23 Conceptual Papers - Manpower Disposition Authority Number: DAA-NU-2015-0003-0023
1.24	3000-24 Astronomy and Oceanography Disposition Authority Number: DAA-NU-2015-0003-0024
1.25	3000-25 NCIS Counterintelligence - Operations Disposition Authority Number: DAA-NU-2015-0003-0025
1.26	3000-26 Data Analysis Disposition Authority Number: DAA-NU-2015-0003-0026
1.27	3000-27 Aviation Training Jackets Disposition Authority Number: DAA-NU-2015-0003-0027
1.28	3000-28 Prisoner-of-War (POW) and Detainee - Individual Jackets Disposition Authority Number: DAA-NU-2015-0003-0028
1.29	3000-29 Prisoner-of-War (POW) and Detainee - Detention Facilities Administration Disposition Authority Number: DAA-NU-2015-0003-0029
1.30	3000-30 NCIS Counterintelligence - Reports Disposition Authority Number: DAA-NU-2015-0003-0030
1.31	3000-31 Research, Development, Test, and Evaluation (RDT&E) Case Files Disposition Authority Number: DAA-NU-2015-0003-0031
1.32	3000-32 Oceanographic, Astronautical, Climate Observations and Study Data Disposition Authority Number: DAA-NU-2015-0003-0032
1.33	3000-33 Diving Log Disposition Authority Number: DAA-NU-2015-0003-0033
1.34	3000-34 Target Photographs Disposition Authority Number: DAA-NU-2015-0003-0034
1.35	3000-35 Fleet Exercises Disposition Authority Number: DAA-NU-2015-0003-0035

1.36	3000-36 Tactical Doctrine Library Disposition Authority Number: DAA-NU-2015-0003-0036
1.37	3000-37 Program Oversight (Operations and Readiness) Disposition Authority Number: DAA-NU-2015-0003-0037
1.38	3000-38 Cryptologic Systems Development Disposition Authority Number: DAA-NU-2015-0003-0038
1.39	3000-39 Intelligence Programs Operations Disposition Authority Number: DAA-NU-2015-0003-0039
1.40	3000-40 RDT&E Operations Disposition Authority Number: DAA-NU-2015-0003-0040
1.41	3000-41 Fleet Exercise Monitoring and Communications Disposition Authority Number: DAA-NU-2015-0003-0041
1.42	3000-42 Flight Safety and Flight Reports Disposition Authority Number: DAA-NU-2015-0003-0042
1.43	3000-43 Operations Security (OPSEC) Survey Report Disposition Authority Number: DAA-NU-2015-0003-0043
1.44	3000-44 Data Dissemination Disposition Authority Number: DAA-NU-2015-0003-0044
1.45	3000-45 Program Management (Operations and Readiness) Disposition Authority Number: DAA-NU-2015-0003-0045
1.46	3000-46 Ordnance Casualties Disposition Authority Number: DAA-NU-2015-0003-0046
1.47	3000-47 Research Interoperability and Standards Disposition Authority Number: DAA-NU-2015-0003-0047
1.48	3000-48 Diving and Aircraft Safety Disposition Authority Number: DAA-NU-2015-0003-0048
1.49	3000-49 Detainee Interrogation - "Low-Value" Disposition Authority Number: DAA-NU-2015-0003-0049
1.50	3000-50 Intelligence Reports Disposition Authority Number: DAA-NU-2015-0003-0050
1.51	3000-51 General Correspondence (Operations and Readiness) Disposition Authority Number: DAA-NU-2015-0003-0051
1.52	3000-52 General Operations Disposition Authority Number: DAA-NU-2015-0003-0052
1.53	3000-53 General Operations - Intelligence Disposition Authority Number: DAA-NU-2015-0003-0053
1.54	3000-54 General Operations - RDT&E Disposition Authority Number: DAA-NU-2015-0003-0054

1.55	3000-55 Strategy and Doctrine - Working Papers Disposition Authority Number: DAA-NU-2015-0003-0055
1.56	3000-56 Transient Records (Operations and Readiness) Disposition Authority Number: DAA-NU-2015-0003-0056
1.57	3000-57 Subordinate Command Instructions and Publications Disposition Authority Number: DAA-NU-2015-0003-0057
1.58	3000-58 Peacetime Exercise Reports Disposition Authority Number: DAA-NU-2015-0003-0058
1.59	3000-59 Ship and Ship Equipment Status Disposition Authority Number: DAA-NU-2015-0003-0059
1.60	3000-60 Construction Force Histories Disposition Authority Number: DAA-NU-2015-0003-0060

Records Schedule Items

Sequence Number					
1	<p>Chapter 3 - Operations and Readiness The records described in this chapter relate to all phases of Naval and Marine Corps Operations, Sea, Land, or Air, Including those pertaining to Naval and Marine Corps Strategies and Plans; Geophysical and Hydrographic Support; Astronomical and Chronometric Support; Port Operations; Cryptology; Warfare Techniques; Training and Readiness; Flight/Air Space; Naval Intelligence; and Research, Development, Test, and Evaluation. The records are accumulated by activities Ashore and Afloat applying procedures and policies established by higher organization elements, command activities exercising management and operational control, and departmental (headquarters) offices responsible for managing, planning, developing, and prescribing operational policies and procedures for joint operations, mobilization, and fleet operations.</p>				
1.1	<p>3000-1 Immediate Office of the Chief of Naval Operations (CNO) Disposition Authority Number DAA-NU-2015-0003-0001</p> <p>Information that reflects the establishment of Navy policy in matters of naval operations and naval warfare. This file is maintained in the immediate office of the Chief of Naval Operations (CNO) by the Executive Secretariat and includes correspondence and other records receiving the personal attention of the CNO.</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="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>3000-1</td> <td>SECNAV M-5210.1</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-NU-89-5 / 3000/1 N1-NU-96-3 / 3 N1-NU-96-3 / 4</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of calendar year.</p>	Manual Citation	Manual Title	3000-1	SECNAV M-5210.1
Manual Citation	Manual Title				
3000-1	SECNAV M-5210.1				

Transfer to Inactive Storage Transfer to Naval History and Heritage Command (NHHHC) annually.

Transfer to the National Archives for Accessioning Transfer to the National Archives 50 year(s) after cutoff

Additional Information

First year of records accumulation 1947

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		
Paper	140 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

3000-2 Immediate Office of the Commandant of the Marine Corps (CMC)

Disposition Authority Number DAA-NU-2015-0003-0002

Incoming/outgoing correspondence to/from the Office of the Commandant and the Headquarters Staff Agencies that relate to the development, establishment, and implementation of plans, programs, warfare techniques, operational training and readiness, and operational intelligence. This file includes papers that depict the evolution of such policies, plans, and procedures. Records include the file copy of directives issued through the Marine Corps directives system as Marine Corps orders and bulletins (including ALMARs and ALMARCONs); studies pertaining to, and file copies of manuals, publications, and periodicals issued by Headquarters, U.S. Marine Corps (HQMC) or issued jointly by the Marine Corps and another military service or agency of the Department of Defense; planning and programming documents, including the Marine Corps Troop and Organization Document (TOPDOC), the Marine Corps Long-Range Plan (MLRP), the Marine Corps Mid-Range Objective Plan (NMROP), and the Marine Corps Capabilities Plan (MCP); studies concerning tactical concepts of Fleet Marine Force employment and Fleet Marine Force operational requirements; Mounting-out

material readiness reports; and Briefing Memorandums addressed to the CMC, the Assistant Commandant of the U.S. Marine Corps, the Director, Marine Corps Staff, or the Deputy Chief of Staff.

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
3000-2	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-5 / 3000/3

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

First year of records accumulation 1950

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		
Paper	201 Cubic feet	3 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.3

3000-3 CNO Area Coordinator Programs

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

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

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
3000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3000/4**

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

First year of records accumulation **1955**

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		
Paper	124 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.4

3000-4 Navy and Marine Corps Fleet Command (FLAG) Files

Disposition Authority Number **DAA-NU-2015-0003-0004**

Files related to the command's primary mission, its fleet operational functions, and the command's organization. They consist of correspondence, messages, and message summaries, reports, instructions, movement orders, maps, studies, photographs, charts, overlays, plans, sketches, memoranda, minutes of staff conferences, staff studies, project plans and specifications, war diaries or unit journals, action reports, patrol and reconnaissance reports, and other records that document the planning, development, execution and history of the command's mission and its specific operations which include combat, training, readiness, and intelligence operations, and the organization, movement, and deployment of fleet units, and other correlated operations. Included are files of Commander in Chief, US Atlantic Command; Commander in Chief, US Pacific Command; Fleet Commanders in Chief, i.e., Commander in Chief, US Atlantic Fleet (CINCLANTFLT), Commander in Chief, US Pacific Fleet (CINCPACFLT), and Commander in Chief, US Naval Forces Europe (CINCUSNAVEUR); Fleet Commanders, i.e., 2nd, 6th, 3rd, 5th, 7th, and other numbered fleets as activated; Naval Force Commands as defined in SNDL Part 1 including Navy Component Commanders of Unified Commands, but excluding Naval Construction and Naval Reserve Forces; Type Commanders, i.e., Naval Air Force Commanders, Naval Surface Force Commands, Naval Submarine Force Commanders, and Commander Mine Warfare Command; and units subordinate to Force Commanders, i.e., Flotilla, Wings, Squadrons, Task Forces, Task Groups, etc. that are commanded by a flag officer). Also includes Commanding Generals of

all MARFORS, Command Officers of all forward deployed MAGTFs (MEF, MEB, MEU, SPMAGTF, etc.).

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
3000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3100/1**

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

First year of records accumulation **1947**

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		
Paper	210 Cubic feet	3 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.5

3000-5 Policy and Policy Development (Operations and Readiness)

Disposition Authority Number **DAA-NU-2015-0003-0005**

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 operations, intelligence operations, and research and development. These policy records originate from and maintained at SECNAV, CNO, CMC, Commanding Officers for U.S. Navy Operating Forces, USMC Major Commands, and US. Navy Echelon II Commands.

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
3000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3000/5/A**
N1-NU-89-5 / 3000/6/A
N1-NU-89-5 / 3058/1
N1-NU-89-5 / 3070/1
N1-NU-89-5 / 3100/4/A
N1-NU-89-5 / 3130/1
N1-NU-07-7 / 1
N1-NU-89-5 / 3160/1
N1-NU-89-5 / 3301/1
N1-NU-89-5 / 3305/1
N1-NU-89-5 / 3360/1
N1-NU-89-5 / 3450/1
N1-NU-89-5 / 3610/1
N1-NU-89-5 / 3900/1/A
N1-NU-89-5 / 3960/1
N1-NU-89-5 / 3980/1

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
3000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-89-5 / 3200/1
N1-NU-89-5 / 3202
N1-NU-89-5 / 3203
N1-NU-89-5 / 3206/1
N1-NU-89-5 / 3208/1
N1-NU-89-5 / 3209/1
N1-NU-89-5 / 3212
N1-NU-89-5 / 3220

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**
 Transfer to Inactive Storage **Transfer to U.S. Cyber Command/10th Fleet 2 years after cutoff.**
 Transfer to the National Archives for Accessioning **Transfer to the National Archives 50 year(s) after cutoff**

Additional Information

First year of records accumulation **1988**
 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		
Paper	60 Cubic feet	2 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.7

3000-7 Strategy, Planning, and Tactical Doctrine

Disposition Authority Number **DAA-NU-2015-0003-0007**

Information concerning centralized coordination of warfare-planning, tactical doctrine, and requirements for fleet readiness, force training and readiness, modernization, and force levels associated with the conduct of tactical warfare by general purpose naval and marine forces. Includes records of the Fleet Tactical Development and Evaluation Program (TAC D&E), Operational Tactics Guides (OTGs), Marine Corps Center System for Lessons Learned - Joint Lessons Learned Information System (MCCLL-JLLIS), Naval Warfare Publications (NWP), and Allied Tactical Publications (ATPs).

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
3000-7	SECNAV M-5210.1

- GRS or Superseded Authority Citation
- N1-NU-89-5 / 3300/1
 - N1-NU-89-5 / 3302/1
 - N1-NU-89-5 / 3310/1
 - N1-NU-89-5 / 3320/1
 - N1-NU-89-5 / 3330/1
 - N1-NU-89-5 / 3350/1
 - N1-NU-89-5 / 3361/1/A
 - N1-NU-89-5 / 3362/1/A
 - N1-NU-89-5 / 3363/1/A
 - N1-NU-89-5 / 3364/1/A
 - N1-NU-89-5 / 3370/1
 - N1-NU-89-5 / 3402/1
 - N1-NU-89-5 / 3403/1
 - N1-NU-89-5 / 3410/2/A
 - N1-NU-89-5 / 3430/1/A

N1-NU-89-5 / 3510/1/A
 N1-NU-89-5 / 3510/3/A
 N1-NU-07-15 / 1
 N1-NU-89-5 / 3511/1/A
 N1-NU-89-5 / 3512/1/A
 N1-NU-89-5 / 3517/2/A
 N1-NU-89-5 / 3611/1/A
 N1-NU-89-5 / 3612/1/A
 N1-NU-89-5 / 3613/1/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

First year of records accumulation 1962

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		
Paper	43 Cubic feet	1.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.8

3000-8 Operating Plans

Disposition Authority Number **DAA-NU-2015-0003-0008**

Master operating plans, war plans, contingency plans, or other master copies maintained by the Office of CNO and CMC and Departmental Implementation Plans of Washington Headquarters Commands. Include related background papers and supporting documentation.

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
3000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-89-5 / 3010/1
N1-NU-89-5 / 3010/2
N1-NU-89-5 / 3010/3/A
N1-NU-89-5 / 3051/1
N1-NU-89-5 / 3053/1
N1-NU-89-5 / 3121/1

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

First year of records accumulation **1952**
 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		
Paper	130 Cubic feet	2 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.9

3000-9 Operational Records/Armed Conflict

Disposition Authority Number **DAA-NU-2015-0003-0009**

Operational records and records pertaining to activities, alerts, and deployments in actual or potential combat-type situations. Note: See SECNAV M-5210.1, Part V for further information regarding records of crisis, contingency, and armed conflict.

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? **Yes**

Manual Citation	Manual Title
3000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3100/2/B
N1-NU-10-3 / 5
N1-NU-10-3 / 9
N1-NU-89-5 / 3123/4/E
N1-NU-89-5 / 3460/1
N1-NU-89-5 / 3460/2**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2019-0010-0001
DAA-NU-2015-0003-0009 was superseded by DAA-NU-2019-0010-0001.**

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

First year of records accumulation **1958**

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		
Paper	480 Cubic feet	8 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.10

3000-10 Boards and Committees

Disposition Authority Number **DAA-NU-2015-0003-0010**

Records of boards and committees. Records consist of minutes of quarterly meetings, letters of nomination and appointment to the committee, mission definition statements, and formal reports submitted to the SECNAV.

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
3000-10	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3900/3**
N1-NU-89-5 / 3900/4/A

Disposition Instruction

Cutoff Instruction **Cutoff at calendar year.**

Transfer to the National Archives for Accessioning Transfer to the National Archives 50 year(s) after cutoff

Additional Information

First year of records accumulation 1946

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		
Paper	161 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.11

3000-11 Unit Histories, Deck Logs, and Action Reports

Disposition Authority Number DAA-NU-2015-0003-0011

Narrative accounts and other files accumulated by operating forces or other activities. Includes unit diaries, deck logs, combat and action reports, command histories, war diaries, and master flight files (combat). Note: Command Histories prepared in accordance with OPNAV INSTRUCTION 5750.12 are schedule under item 5000-5.

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? Yes

Manual Citation	Manual Title
3000-11	SECNAV M-5210.1

GRS or Superseded Authority Citation
 DAL-NU-2011-0009-0003
 DAL-NU-2011-0009-0004
 N1-NU-89-5 / 3000/8/A
 N1-38-92-1 / 1/A
 N1-38-92-1 / 1/B
 N1-38-92-1 / 1/C
 N1-NU-98-1 / 3100/5/E
 N1-NU-98-1 / 3100/5/F
 N1-NU-89-5 / 3350/2
 N1-NU-89-5 / 3480/1/A
 N1-NU-89-5 / 3480/1/B
 N1-NU-89-5 / 3480/1/C
 N1-NU-89-5 / 3480/2
 N1-NU-89-5 / 3480/3/A
 N1-NU-89-5 / 3480/3/B
 N1-NU-89-5 / 3480/4
 N1-NU-89-5 / 3480/5
 DAA-NU-2011-0124-0001

Inactive Status Explanation
 This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2019-0010-0002
 DAA-NU-2015-0003-0011 was superseded by DAA-NU-2019-0010-0002.

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

First year of records accumulation
 1965

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
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Electronic/Digital		
Paper	1398 Cubic feet	26 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.12

3000-12 Intelligence Program

Disposition Authority Number **DAA-NU-2015-0003-0012**

Information relating to the overall administration of DON Intelligence programs. Includes, but not limited to, final intelligence products; intelligence card index files; shipwreck and marine archaeology files; intelligence planning; intelligence estimates and intelligence reports.

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
3000-12	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3057/1
N1-NU-89-5 / 3490/1/A
N1-NU-89-5 / 3800/1
N1-NU-89-5 / 3800/2
N1-NU-89-5 / 3800/5
N1-NU-89-5 / 3800/10
N1-NU-89-5 / 3810/2/A
N1-NU-89-5 / 3811/1/A
N1-NU-89-5 / 3890/1/A**

Disposition Instruction

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

Transfer to the National Archives for Accessioning Transfer to the National Archives 50 year(s) after cutoff.

Additional Information

First year of records accumulation 1946

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		
Paper	168 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.13

3000-13 NCIS Counter-Intelligence - Major Investigations

Disposition Authority Number DAA-NU-2015-0003-0013

Investigation of actual, potential or suspected espionage, subversion, sabotage, treason, terrorism, defections by DON personnel involving collaboration or security issues or other major investigations or special inquiries of a counterintelligence nature. Includes requests for and results of polygraph examinations, forensic lab examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material.

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
3000-13	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-98-2 / 3850/2/B/1/A
 N1-NU-98-2 / 3850/2/B/1/B/2
 N1-NU-98-2 / 3850/2/B/1/C/2
 N1-NU-98-2 / 3850/2/D/1/A
 N1-NU-98-2 / 3850/2/D/1/B/2
 N1-NU-98-2 / 3850/2/D/1/C/2

Disposition Instruction

Cutoff Instruction Cutoff at case closure.

Transfer to the National Archives for Accessioning Transfer to the National Archives 50 year(s) after cutoff.

Additional Information

First year of records accumulation 1958

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		
Paper	121 Cubic feet	6 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.14

3000-14 Counter-Intelligence - Training

Disposition Authority Number DAA-NU-2015-0003-0014

Information that relates to training for specific counterintelligence operations or special intelligence operations.

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
3000-14	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3875/1**
N1-NU-89-5 / 3876/1

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

First year of records accumulation **1988**
 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		
Paper	61 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.15

3000-15 Prisoner-of-War (POW) and Detainee
 Disposition Authority Number **DAA-NU-2015-0003-0015**

Includes records relating to enemy military personnel and civilians captured or interned by, or in the custody of U.S. Forces. Includes, but not limited to, roster lists, reports of capture and internment, detention facility logs, reports of injury, status reports, status inquiries, Missing in Action (MIA) reports, administrative review proceedings, and intelligence interrogation.

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
3000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-89-5 / 3460/3/B
 N1-NU-89-5 / 3460/3/C
 N1-NU-89-5 / 3461/1
 N1-NU-89-5 / 3461/2
 N1-NU-89-5 / 3461/3
 DAA-0428-2012-0002-0001
 DAA-0428-2012-0002-0002
 DAA-0428-2012-0002-0003

Disposition Instruction

Cutoff Instruction Cutoff at calendar year.

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

Additional Information

First year of records accumulation 1988

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		
Paper	214 Cubic feet	7 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.16

3000-16 Strategic Programs

Disposition Authority Number **DAA-NU-2015-0003-0016**

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

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
3000-16	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3050/1/A
N1-NU-89-5 / 3050/1/B
N1-NU-89-5 / 3050/1/C
N1-NU-89-5 / 3401/1**

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

First year of records accumulation **1987**

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		
Paper	60 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.17

3000-17 Status of Forces and Readiness

Disposition Authority Number **DAA-NU-2015-0003-0017**

Information concerning the employment and movements of naval units and changes of material and operational readiness status. Includes, but not limited to, records of fleet level exercises, summary physical readiness reports, and status of forces consolidated history file.

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
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3000-17	SECNAV M-5210.1
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GRS or Superseded Authority Citation
 N1-NU-89-5 / 3500/1/A
 N1-NU-89-5 / 3500/2/A
 N1-NU-89-5 / 3503/1
 N1-NU-89-5 / 3092/1/B

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

First year of records accumulation: 1988
 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	30 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.18

3000-18 Mobilization

Disposition Authority Number: DAA-NU-2015-0003-0018
 Historical documentation regarding past National, Navy and USMC Mobilization Evolutions.
 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
3000-18	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3060/1**

Disposition Instruction

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

Transfer to the National Archives for Accessioning **Transfer to the National Archives 50 year(s) after cutoff**

Additional Information

First year of records accumulation **1987**

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		
Paper	31 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.19

3000-19 Emergency and Disaster-Relief Planning

Disposition Authority Number **DAA-NU-2015-0003-0019**

Information relating to military assistance in the event of an emergency or natural disaster. Includes, but not limited to, planning for and providing military assistance to civil authorities as a result of emergency conditions resulting from civil unrest, violation of federal law, natural disaster, and emergency conditions that may result from enemy attack.

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
3000-19	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-89-5 / 3005/1
 N1-NU-89-5 / 3005/5/A
 N1-NU-89-5 / 3006/1/A
 N1-NU-89-5 / 3010/4
 N1-NU-89-5 / 3440/1/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

First year of records accumulation 1988

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		

Paper	57 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.20

3000-20 Aircraft Accident Reports

Disposition Authority Number **DAA-NU-2015-0003-0020**

Original reports and endorsements. Reports required by OPNAVINST 3750.6. Series maintained by the Navy Safety Center, Norfolk, VA.

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
3000-20	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-5 / 3750/1/A**

Disposition Instruction

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

Additional Information

First year of records accumulation **1976**

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		
Paper	41 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.21

3000-21 Shipping Logs

Disposition Authority Number **DAA-NU-2015-0003-0021**

Information relating to the control and analysis of shipping. Includes, but not limited to, shipping logs, analysis sheets, sailing orders, routing instructions, and convoy formation diagrams.

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
3000-21	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-89-5 / 3170/3/C
N1-NU-89-5 / 3170/3/D
N1-NU-89-5 / 3170/3/E
N1-NU-89-5 / 3170/3/F
N1-NU-89-5 / 3170/3/G
N1-NU-89-5 / 3170/3/H

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

First year of records accumulation **1988**

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		
Paper	38 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.22

3000-22 Research, Development, Test, and Evaluation (RDT&E) - Significant Projects

Disposition Authority Number **DAA-NU-2015-0003-0022**

Information concerning major laboratories and other activities whose primary function is research and development or testing. Includes, but not limited to, project case files, technical reports, technical notes, technical memorandums, final drawings and specifications, test procedures, research publications, and records of significant achievement.

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
3000-22	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-05-1 / 3900/1/B/1
 N1-NU-05-1 / 3900/1/B/2/A
 N1-NU-05-1 / 3900/1/B/4
 N1-NU-05-1 / 3900/5/A
 N1-NU-05-1 / 3900/6/A
 N1-NU-05-1 / 3900/12/A
 N1-NU-05-1 / 3900/12/F
 N1-NU-89-5 / 3900/14/A
 N1-NU-89-5 / 3900/14/B
 N1-NU-89-5 / 3970/1
 N1-NU-89-5 / 3980/2
 N1-NU-89-5 / 3980/5

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

First year of records accumulation 1940

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		
Paper	1190 Cubic feet	15 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.23

3000-23 Conceptual Papers - Manpower

Disposition Authority Number DAA-NU-2015-0003-0023

Files define strategic issues related to force employment, force characteristics, and force level which could have specific impact upon naval strategies.

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
3000-23	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-5 / 3054/1
N1-NU-89-5 / 3055/1
N1-NU-89-5 / 3056/1

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

First year of records accumulation 1988

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		
Paper	30 Cubic feet	1 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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1.24

3000-24 Astronomy and Oceanography

Disposition Authority Number **DAA-NU-2015-0003-0024**

Information relating to the history of and research into hurricanes, typhoons, or other storms, ice formulation, meteorological and other weather or related phenomena; records related to meteorological equipment and materials research. Includes, but not limited to, reports, research data, photographs, publications, professional scientific papers, and other supporting papers.

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
3000-24	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-07-7 / 3
N1-NU-07-7 / 13
N1-NU-89-5 / 3160/2
N1-NU-89-5 / 3161/1
N1-NU-89-5 / 3161/2
N1-NU-89-5 / 3163/1
N1-NU-89-5 / 3163/2
N1-NU-89-5 / 3163/3
N1-NU-89-5 / 3164
N1-NU-89-5 / 3165
N1-NU-89-5 / 3168/1**

Disposition Instruction

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

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **1938**

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		
Paper	143 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.25

3000-25 NCIS Counterintelligence - Operations

Disposition Authority Number **DAA-NU-2015-0003-0025**

Information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission; information containing data about individuals who have been used as sources of CI information by Navy; details on use or activities of source which are necessary to confirm operational use of source, or future claims against Navy by source or heirs of source. Note: Comply with all applicable Director of National Intelligence (DNI) IC Directives (ICD). This schedule item pertains to records not controlled by a DNI ICD.

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
3000-25	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-98-2 / 2/C/1
 N1-NU-98-2 / 3850/2/K/1
 N1-NU-98-2 / 3850/2/L/1
 N1-NU-98-2 / 3850/2/M
 N1-NU-02-2 / 3
 N1-NU-08-3 / 1
 N1-NU-08-3 / 2
 N1-NU-08-3 / 3
 N1-NU-08-3 / 4
 N1-NU-08-3 / 5

Disposition Instruction

Cutoff Instruction **Cutoff at case closure**
 Retention Period **Destroy 75 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

3000-26 Data Analysis

Disposition Authority Number **DAA-NU-2015-0003-0026**

Operational analysis, Office Bathymetry Validation Area Based Editor files (.PFM), SABRE files, Fledermaus/cube files, surfaces, BHPP files, hydrographic product creation, Caris files, Smooth Sheet history report, and sounding data in various formats shared with other agencies and used in various NAVOCEANO products (edited area based editor files (PFM), validated multibeam GSF files, final thinned XYZ files, Bathymetric Attributed Gridded Surfaces (BAGS), and Smooth Sheets.

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
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1.26

3000-26	SECNAV M-5210.1
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GRS or Superseded Authority Citation N1-NU-07-7 / 8

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 75 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.27

3000-27 Aviation Training Jackets

Disposition Authority Number DAA-NU-2015-0003-0027

A comprehensive record of Basic and Advanced Training of Naval Aviators. Records are maintained by the Chief of Naval Air Training (CNATRA) at headquarters in Corpus Christi, TX. (Note: Pre 1977 ATJ's have been retired to FRC Atlanta, GA.)

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
3000-27	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-5 / 3760/12

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 50 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.28

3000-28 Prisoner-of-War (POW) and Detainee - Individual Jackets

Disposition Authority Number DAA-NU-2015-0003-0028

Individual personnel jackets maintained by detaining authority on enemy POW's and Civilian Internees (CI's). Record includes questionnaires, correspondence, clinical records, records of impounded personal effects and currency, and reports of injury, escape, apprehension, death and punishments.

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
3000-28	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-5 / 3460/3/D

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 50 year(s) after cutoff

Additional Information

GAO Approval Not Required

3000-29 Prisoner-of-War (POW) and Detainee - Detention Facilities Administration

Disposition Authority Number DAA-NU-2015-0003-0029

Information relating to the administration of Navy and Marine Corps detention facilities. Includes Departmental policy directives, command implementing instructions, facility routine, rules of conduct for detainee, and similar 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

1.29

1.30

3000-29	SECNAV M-5210.1				
GRS or Superseded Authority Citation	N1-NU-89-5 / 3460/3/A				
Disposition Instruction					
Cutoff Instruction	Cutoff at end of calendar year.				
Retention Period	Destroy 30 year(s) after cutoff.				
Additional Information					
GAO Approval	Not Required				
3000-30 NCIS Counterintelligence - Reports					
Disposition Authority Number	DAA-NU-2015-0003-0030				
<p>Information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. Note: Comply with all applicable Director of National Intelligence (DNI) IC Directives (ICD). This schedule item pertains to records not controlled by a DNI ICD.</p>					
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%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 2px;">Manual Citation</th> <th style="width: 50%; padding: 2px;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">3000-30</td> <td style="padding: 2px;">SECNAV M-5210.1</td> </tr> </tbody> </table>		Manual Citation	Manual Title	3000-30	SECNAV M-5210.1
Manual Citation	Manual Title				
3000-30	SECNAV M-5210.1				
GRS or Superseded Authority Citation	N1-NU-98-2 / 2/A/1 N1-NU-07-4 / 1 N1-NU-98-2 / 2/F				
Disposition Instruction					
Cutoff Instruction	Cutoff at case closure				
Retention Period	Destroy 30 year(s) after cutoff.				
Additional Information					

1.31

GAO Approval **Not Required**
3000-31 Research, Development, Test, and Evaluation (RDT&E) Case Files

Disposition Authority Number **DAA-NU-2015-0003-0031**

Information relating to and contributing to research, development, test, and evaluation. Includes, but not limited to, project case files, laboratory notebooks, test and trial results, drawings, specifications, photographs, contractor-funded research, technical summary reports, agreements with universities, and summarized test data.

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
3000-31	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-05-1 / 3900/5/B
N1-NU-05-1 / 3900/6/B
N1-NU-05-1 / 3900/9/B
N1-NU-89-5 / 3900/16/A
N1-NU-89-5 / 3900/16/D
N1-NU-89-5 / 3900/17/A
N1-NU-89-5 / 3900/19/I
N1-NU-89-5 / 3970/2
N1-NU-89-5 / 3980/3

Disposition Instruction

Cutoff Instruction **Cutoff at case closure**

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

Additional Information

GAO Approval **Not Required**

1.32

3000-32 Oceanographic, Astronautical, Climate Observations and Study Data

Disposition Authority Number **DAA-NU-2015-0003-0032**

Oceanographic, Astronautical, Climate Observations and Study Data. Includes, but not limited to, weather observations, littoral surveys, deep ocean surveys, documentation of oceanographic and astronautical information collection, and environmental/ocean predictions

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
3000-32	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-07-7 / 4
 N1-NU-07-7 / 5
 N1-NU-07-7 / 6
 N1-NU-07-7 / 7
 N1-NU-07-7 / 11
 N1-NU-07-7 / 12

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval Not Required

3000-33 Diving Log

Disposition Authority Number DAA-NU-2015-0003-0033

Individual diving log report forwarded to NAVSAFECEN by each diver after each dive of hyperbaric exposure.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

1.33

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

Manual Citation	Manual Title
3000-33	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-5 / 3150/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 20 year(s) after cutoff.

Additional Information

GAO Approval Not Required

3000-34 Target Photographs

Disposition Authority Number DAA-NU-2015-0003-0034

Photographs and other material accumulated on specific targets such as shipyards, bridges, railroads, terrain, ordnance depots, ships, installations, etc.

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
3000-34	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-5 / 3822/2

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 20 year(s) after cutoff.

Additional Information

1.34

1.35

GAO Approval Not Required

3000-35 Fleet Exercises

Disposition Authority Number DAA-NU-2015-0003-0035

Operations orders prepared by the officer conducting the exercise for fleet training exercises to increase level of Fleet readiness. Exclude copy included with the final exercise report.

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
3000-35	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-5 / 3121/5/B

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 15 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.36

3000-36 Tactical Doctrine Library

Disposition Authority Number DAA-NU-2015-0003-0036

Copies of Tactical Doctrine maintained by Fleet Tactical Library.

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
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3000-36	SECNAV M-5210.1
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GRS or Superseded Authority Citation
 N1-NU-89-5 / 3510/2/A
 N1-NU-89-5 / 3510/3/B
 N1-NU-89-5 / 3511/1/C
 N1-NU-89-5 / 3512/1/C
 N1-NU-89-5 / 3517/2/C

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar yeare
 Retention Period Destroy 12 year(s) after cutoff.

Additional Information

GAO Approval Not Required

3000-37 Program Oversight (Operations and Readiness)

Disposition Authority Number DAA-NU-2015-0003-0037

Information relating to the oversight of the execution of plans, policies, programs, and procedures relating to the commands assigned mission.

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
3000-37	SECNAV M-5210.1

GRS or Superseded Authority Citation
 N1-NU-89-5 / 3125/1
 N1-NU-89-5 / 3128/1/A
 N1-NU-89-5 / 3170/3/J/1
 N1-NU-89-5 / 3173/1
 N1-NU-89-5 / 3173/2
 N1-NU-89-5 / 3410/1/A
 N1-NU-89-5 / 3440/1/B
 N1-NU-89-5 / 3490/2

Disposition Instruction

Cutoff Instruction Cut off after the end of the calendar year

1.37

1.38

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

3000-38 Cryptologic Systems Development

Disposition Authority Number DAA-NU-2015-0003-0038

Case files, laboratory working papers, and test data maintained by Headquarters and System Commands sponsors related to R&D projects, including the management of contracted R&D functions. For projects carried out by Navy labs, files include records similar to those included under SSIC 3900.5. In the case of contracted functions, the files include proposals, evaluations, non-award documentation, award notices, procurement requests, contracts and any other documentation which may relate to the contract. Case files of Historically significant projects maintained according to schedule item 3000-21.

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
3000-38	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-89-5 / 3280/2
N1-NU-89-5 / 3280/3
N1-NU-89-5 / 3280/5

Disposition Instruction

Cutoff Instruction Cutoff when system operational or project terminated.

Transfer to Inactive Storage Transfer to U.S. Cyber Command/10th Fleet at cutoff.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.39

3000-39 Intelligence Programs Operations

Disposition Authority Number **DAA-NU-2015-0003-0039**

Information relating to the operations of DON, US Navy and Marine Corps intelligence and counter-intelligence programs. Includes files, reports, and other records of intelligence offices that relate to intelligence collection, evaluation, and dissemination within the DON and to plans, programs, and transactions pertaining to the overall administration of the office.

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
3000-39	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-89-5 / 3800/3
N1-NU-89-5 / 3823/1
N1-NU-89-5 / 3825/1
N1-NU-89-5 / 3830/2
N1-NU-98-2 / 1
N1-NU-98-2 / 2/H
N1-NU-98-2 / 2/J/1
N1-NU-89-5 / 3880/1
N1-NU-89-5 / 3880/3
N1-NU-89-5 / 3890/3

Disposition Instruction

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

Retention Period **Destroy 10 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

3000-40 RDT&E Operations

Disposition Authority Number **DAA-NU-2015-0003-0040**

1.40

Information relating to the operations of DON, U.S. Navy, and Marine Corps research, development, test and evaluation programs. Includes, but not limited to, technical laboratory working papers, test and evaluation ranges, and raw data.

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
3000-40	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-05-1 / 3900/1/B/2/B
N1-NU-89-5 / 3900/11
N1-NU-89-5 / 3968
N1-NU-89-5 / 3970/3
N1-NU-89-5 / 3980/4

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

3000-41 Fleet Exercise Monitoring and Communications

Disposition Authority Number DAA-NU-2015-0003-0041

Information relating to fleet exercise monitoring and communications. Includes, but not limited to, electronic video monitoring data and electronic communications data.

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

1.41

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

Manual Citation	Manual Title
3000-41	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-10-3 / 3
N1-NU-10-3 / 4
N1-NU-10-3 / 7
N1-NU-10-3 / 8
N1-NU-89-5 / 3518/1
N1-NU-89-5 / 3519/1

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**
 Retention Period **Destroy 10 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

1.42

3000-42 Flight Safety and Flight Reports

Disposition Authority Number **DAA-NU-2015-0003-0042**

The data collected includes a statistical description of the flight pertaining to the aircraft and crew members, a record of all logistics actions performed during the flight, a record of weapons proficiency, a record of training areas utilized, and other miscellaneous data. MASTER FLIGHT FILES shall be securely bound in hard binders and labeled as MASTER FLIGHT FILES of (squadron designation) and period covered.

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
3000-42	SECNAV M-5210.1

1.43

GRS or Superseded Authority Citation N1-NU-89-5 / 3750/2/A
N1-NU-89-5 / 3760/2/A

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

3000-43 Operations Security (OPSEC) Survey Report

Disposition Authority Number DAA-NU-2015-0003-0043

Information relating to the OPSEC Survey Report. Includes correspondence initiating the survey, progress reports, and final survey report.

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
3000-43	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-5 / 3070/3

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.44

3000-44 Data Dissemination

Disposition Authority Number DAA-NU-2015-0003-0044

Correspondence, reports and papers related to data dissemination, especially by the nautical almanac office, but also double star, time service, astrometric and other astronomical data disseminated to the public.

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
GRS or Superseded Authority Citation	N1-NU-89-5 / 3166 N1-NU-89-5 / 3167

Disposition Instruction

Cutoff Instruction	Cutoff at end of calendar year
Retention Period	Destroy 10 year(s) after cutoff

Additional Information

GAO Approval	Not Required
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1.45

3000-45 Program Management (Operations and Readiness)

Disposition Authority Number	DAA-NU-2015-0003-0045
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Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission 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
GRS or Superseded Authority Citation	N1-NU-89-5 / 3000/5/B N1-NU-89-5 / 3000/6/B N1-NU-89-5 / 3005/3 N1-NU-89-5 / 3040/2 N1-NU-89-5 / 3041/1 N1-NU-89-5 / 3081 N1-NU-89-5 / 3082 N1-NU-89-5 / 3083 N1-NU-89-5 / 3084

N1-NU-89-5 / 3093/1
N1-NU-89-5 / 3100/C/1
N1-NU-89-5 / 3100/4/B
N1-NU-89-5 / 3110/1/A
N1-NU-89-5 / 3110/1/A
N1-NU-89-5 / 3124/1
N1-NU-89-5 / 3170/2/A
N1-NU-89-5 / 3170/2/E/1
N1-NU-89-5 / 3170/2/F
N1-NU-89-5 / 3190/1
N1-NU-89-5 / 3216
N1-NU-89-5 / 3224/1
N1-NU-89-5 / 3340/1/C
N1-NU-89-5 / 3380/1
N1-NU-89-5 / 3440/4
N1-NU-89-5 / 3520/1/A/1
N1-NU-89-5 / 3531/1
N1-NU-89-5 / 3570/1/A
N1-NU-89-5 / 3570/3/A
N1-NU-89-5 / 3610/2
N1-NU-89-5 / 3100/4/H/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

1.46

3000-46 Ordnance Casualties

Disposition Authority Number DAA-NU-2015-0003-0046

Weapons trouble/failure and corrective action 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

GRS or Superseded Authority Citation N1-NU-89-5 / 3042/1
N1-NU-89-5 / 3042/3/A
N1-NU-89-5 / 3042/3/B

1.47	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	3000-47 Research Interoperability and Standards	
	Disposition Authority Number	DAA-NU-2015-0003-0047
	Reports, analyses, plans, and similar documents relating to the development of test philosophies, proposals, plans, and procedures. Included are coordination actions, recommendations from DON and other services, and recommendations for implementing action.	
	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
	GRS or Superseded Authority Citation	N1-NU-89-5 / 3093/2 N1-NU-89-5 / 3162/1 N1-NU-89-5 / 3900/4/B N1-NU-89-5 / 3900/8 N1-NU-89-5 / 3900/10 N1-NU-89-5 / 3960/2 N1-NU-89-5 / 3961/1/B N1-NU-89-5 / 3970/4
Disposition Instruction		
Cutoff Instruction	Cutoff at end of calendar year.	
Retention Period	Destroy 7 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
3000-48 Diving and Aircraft Safety		
Disposition Authority Number	DAA-NU-2015-0003-0048	

1.48	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	3000-48 Diving and Aircraft Safety	
	Disposition Authority Number	DAA-NU-2015-0003-0048

Information relating to the operation of diving and aircraft safety. Includes, but not limited to, hyperbaric equipment maintenance, hyperbaric facilities, aircraft hazard reports, aircraft inspection.

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

GRS or Superseded Authority Citation
N1-NU-89-5 / 3151/1
N1-NU-89-5 / 3151/2
N1-NU-89-5 / 3750/3/A
N1-NU-89-5 / 3760/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.49

3000-49 Detainee Interrogation - "Low-Value"

Disposition Authority Number DAA-NU-2015-0003-0049

Intelligence Interrogation and Detainee Debriefing Recordings and Reports-Routine. Files contain video and audio recordings and reports of intelligence interrogations and debriefings of detainees who have not been identified as "High Value." These recordings and reports are no longer needed for the purposes for which they were created, are not subject to any internal, legislative, or judicial inquiries, and have not been released to a foreign government.

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

1.50	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-330-09-8 / 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
	3000-50 Intelligence Reports	
	Disposition Authority Number	DAA-NU-2015-0003-0050
	Information contributing to and compiling Intelligence reports. Includes, but not limited to, intelligence center logs, project assignment reports, intelligence estimates, special intelligence and intelligence contract monitoring.	
	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
GRS or Superseded Authority Citation	N1-NU-89-5 / 3800/8 N1-NU-89-5 / 3810/3 N1-NU-89-5 / 3811/1/B N1-NU-89-5 / 3834/1 N1-NU-89-5 / 3883/1	
Disposition Instruction		
Cutoff Instruction	Cutoff at end of calendar year.	
Retention Period	Destroy 7 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
1.51	3000-51 General Correspondence (Operations and Readiness)	

Disposition Authority Number DAA-NU-2015-0003-0051

Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps operations. Excludes incoming/outgoing records of senior leadership such as CNO, CMC, General/Flag Officers and Senior Executives of the DON covered by 3000-1, 3000-2, 3000-3, 3000-4, and 5000-2.

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

GRS or Superseded Authority Citation N1-NU-89-5 / 3000/7
N1-NU-89-5 / 3053/2
N1-NU-89-5 / 3070/4
N1-NU-89-5 / 3085/1/A
N1-NU-89-5 / 3086
N1-NU-89-5 / 3087
N1-NU-89-5 / 3088
N1-NU-89-5 / 3090
N1-NU-89-5 / 3100/2/A
N1-NU-89-5 / 3100/3/A
N1-NU-89-5 / 3100/4/C
N1-NU-89-5 / 3100/4/D
N1-NU-89-5 / 3110/1/B
N1-NU-89-5 / 3111/1
N1-NU-89-5 / 3120/1
N1-NU-89-5 / 3123/4/A
N1-NU-89-5 / 3123/4/B
N1-NU-89-5 / 3124/2
N1-NU-89-5 / 3125/2
N1-NU-89-5 / 3126/1
N1-NU-89-5 / 3160/3
N1-NU-89-5 / 3170/1
N1-NU-89-5 / 3170/2/B
N1-NU-89-5 / 3170/3/A
N1-NU-89-5 / 3180/1
N1-NU-89-5 / 3208/2
N1-NU-89-5 / 3224/2
N1-NU-89-5 / 3262
N1-NU-89-5 / 3300/2

N1-NU-89-5 / 3302/2
N1-NU-89-5 / 3305/2
N1-NU-89-5 / 3310/3
N1-NU-89-5 / 3320/2
N1-NU-89-5 / 3330/3
N1-NU-89-5 / 3340/1/B
N1-NU-89-5 / 3350/3
N1-NU-89-5 / 3360/2
N1-NU-89-5 / 3361/1/B
N1-NU-89-5 / 3361/1/B
N1-NU-89-5 / 3363/1/B
N1-NU-89-5 / 3364/1/B
N1-NU-89-5 / 3370/2
N1-NU-89-5 / 3380/2
N1-NU-89-5 / 3401/2
N1-NU-89-5 / 3402/2
N1-NU-89-5 / 3403/2
N1-NU-89-5 / 3410/3
N1-NU-89-5 / 3430/1/B
N1-NU-89-5 / 3450/2
N1-NU-89-5 / 3490/4
N1-NU-89-5 / 3520/1/A/2
N1-NU-89-5 / 3522/1
N1-NU-89-5 / 3523/1
N1-NU-89-5 / 3530/1/A
N1-NU-89-5 / 3530/1/B
N1-NU-89-5 / 3540/1
N1-NU-89-5 / 3541/2
N1-NU-89-5 / 3561/1
N1-NU-89-5 / 3570/3/B
N1-NU-89-5 / 3571
N1-NU-89-5 / 3573/1
N1-NU-89-5 / 3574/1
N1-NU-89-5 / 3574/2
N1-NU-89-5 / 3600/1
N1-NU-89-5 / 3611/1/B
N1-NU-89-5 / 3612/1/B
N1-NU-89-5 / 3613/1/B
N1-NU-89-5 / 3700/4
N1-NU-89-5 / 3722/3
N1-NU-89-5 / 3800/4/
N1-NU-89-5 / 3810/2/B
N1-NU-89-5 / 3860/1
N1-NU-89-5 / 3870/1
N1-NU-89-5 / 3362/1/B

1.52

Disposition Instruction

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

Additional Information

GAO Approval Not Required

3000-52 General Operations

Disposition Authority Number DAA-NU-2015-0003-0052

Information relating to general personnel transactions and the day-to-day administration and operation of personnel programs. This includes station journals, status reports, instrument readings, construction and equipment maintenance, officer and specialist logs, minor incident reports, diving log, port control daily shipping 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? Yes

GRS or Superseded Authority Citation
 N1-NU-89-5 / 3000/8/B
 N1-NU-89-5 / 3005/5/B
 N1-NU-89-5 / 3006/1/B
 N1-NU-89-5 / 3040/1
 N1-NU-89-5 / 3043/1
 N1-NU-89-5 / 3044/1
 N1-NU-89-5 / 3045/1
 N1-NU-89-5 / 3046/1
 N1-NU-89-5 / 3047/1
 N1-NU-89-5 / 3080/1
 N1-NU-89-5 / 3085/1/A
 N1-NU-89-5 / 3093/3
 N1-NU-89-5 / 3100/3/D/1/A
 N1-NU-89-5 / 3100/4/E
 N1-NU-89-5 / 3100/4/G/1
 N1-NU-89-5 / 3100/4/G/2
 N1-NU-89-5 / 3100/4/H/2
 N1-NU-89-5 / 3100/4/I/2/A/2

N1-NU-89-5 / 3100/4/1/2/B/1
N1-NU-89-5 / 3100/4/1/2/B/1
N1-NU-89-5 / 3100/4/1/3/B/1
N1-NU-89-5 / 3100/4/1/4/A
N1-NU-89-5 / 3100/4/1/4/B/1
N1-NU-89-5 / 3100/4/1/5/A
N1-NU-89-5 / 3100/4/1/2/B/2
N1-NU-89-5 / 3100/4/1/4/B/2
N1-NU-89-5 / 3100/4/1/5/B
N1-NU-89-5 / 3100/6/A
N1-NU-89-5 / 3100/6/B
N1-NU-89-5 / 3100/6/C
N1-NU-89-5 / 3100/6/D
N1-NU-89-5 / 3100/6/H
N1-NU-89-5 / 3100/6/J
N1-NU-89-5 / 3121/3
N1-NU-89-5 / 3121/5/A
N1-NU-89-5 / 3122/1
N1-NU-89-5 / 3123/1
N1-NU-89-5 / 3123/2
N1-NU-89-5 / 3123/3
N1-NU-89-5 / 3128/1
N1-NU-89-5 / 3130/2
N1-NU-89-5 / 3130/6
N1-NU-07-7 / 2
N1-NU-89-5 / 3150/2
N1-NU-89-5 / 3150/4
N1-NU-89-5 / 3151/4
N1-NU-89-5 / 3170/2/C
N1-NU-89-5 / 3170/2/D
N1-NU-89-5 / 3170/2/G
N1-NU-89-5 / 3170/3/I
N1-NU-89-5 / 3170/3/J/2
N1-NU-89-5 / 3171/1
N1-NU-89-5 / 3171/2
N1-NU-89-5 / 3172/1
N1-NU-89-5 / 3200/2
N1-NU-89-5 / 3206/2
N1-NU-89-5 / 3209/2
N1-NU-89-5 / 3222
N1-NU-89-5 / 3226
N1-NU-89-5 / 3227
N1-NU-89-5 / 3230/2
N1-NU-89-5 / 3241
N1-NU-89-5 / 3252
N1-NU-89-5 / 3254

N1-NU-89-5 / 3261
N1-NU-89-5 / 3264
N1-NU-89-5 / 3267
N1-NU-89-5 / 3270/3
N1-NU-89-5 / 3340/1/D
N1-NU-89-5 / 3340/1/G
N1-NU-89-5 / 3340/1/I
N1-NU-89-5 / 3340/1/J
N1-NU-89-5 / 3340/1/K
N1-NU-89-5 / 3340/1/L
N1-NU-89-5 / 3440/2
N1-NU-89-5 / 3470/2
N1-NU-89-5 / 3480/6
N1-NU-89-5 / 3490/3
N1-NU-89-5 / 3500/2/B
N1-NU-89-5 / 3501/1
N1-NU-89-5 / 3501/2
N1-NU-89-5 / 3502/1
N1-NU-89-5 / 3541/1
N1-NU-89-5 / 3550/1
N1-NU-89-5 / 3551/1
N1-NU-89-5 / 3560/1
N1-NU-89-5 / 3570/1/B
N1-NU-89-5 / 3570/2
N1-NU-89-5 / 3570/4
N1-NU-89-5 / 3574/3
N1-NU-89-5 / 3590/1
N1-NU-89-5 / 3591/1
N1-NU-89-5 / 3760/9
N1-NU-89-5 / 3760/10
N1-NU-89-5 / 3760/14
N1-NU-89-5 / 3100/4/I/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

3000-53 General Operations - Intelligence

Disposition Authority Number DAA-NU-2015-0003-0053

Information relating to general intelligence transactions and the day-to-day administration and operation of intelligence programs. This includes but is

1.53

not limited to status reports, project proposals, routine counterintelligence investigations, case file administration, and language training.

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

GRS or Superseded Authority Citation
N1-NU-89-5 / 3800/7
N1-NU-89-5 / 3800/9
N1-NU-89-5 / 3820/1
N1-NU-89-5 / 3820/2
N1-NU-89-5 / 3820/3
N1-NU-89-5 / 3830/1
N1-NU-89-5 / 3840
N1-NU-98-2 / 3850/2/A/2
N1-NU-98-2 / 3850/2/B/2
N1-NU-98-2 / 3850/2/C/2
N1-NU-98-2 / 3850/2/D/2
N1-NU-98-2 / 3850/2/E/2
N1-NU-98-2 / 3850/2/I
N1-NU-98-2 / 3850/2/G
N1-NU-98-2 / 3850/2/J/2
N1-NU-98-2 / 3850/2/K/2
N1-NU-98-2 / 3850/2/L/2
N1-NU-01-5 / 3
N1-NU-06-6 / 1
N1-NU-09-2 / 1
N1-NU-89-5 / 3876/2
N1-NU-89-5 / 3879/1
N1-NU-89-5 / 3880/2
N1-NU-89-5 / 3890/1/C
N1-NU-89-5 / 3890/4

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 3 year(s) after cutoff

Additional Information

1.54	<p>GAO Approval Not Required</p> <p>3000-54 General Operations - RDT&E</p> <p>Disposition Authority Number DAA-NU-2015-0003-0054</p> <p>Information relating to general personnel transactions and the day-to-day administration and operation of personnel programs. This includes but is not limited to progress reports, feasibility studies, contractor technical evaluations, contract technical plans, disapproved research proposals, patent clause records, and project plans.</p> <p>Final Disposition Temporary</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? Yes</p> <p>GRS or Superseded Authority Citation N1-NU-89-5 / 3900/2 N1-NU-89-5 / 3900/7/A/2 N1-NU-89-5 / 3900/15/B N1-NU-89-5 / 3900/16/B N1-NU-89-5 / 3900/16/C N1-NU-89-5 / 3900/18 N1-NU-89-5 / 3900/19/A N1-NU-89-5 / 3900/19/B N1-NU-89-5 / 3900/19/C N1-NU-89-5 / 3900/19/E N1-NU-89-5 / 3900/19/F N1-NU-89-5 / 3900/19/J N1-NU-89-5 / 3900/19/K NC1-NU-84-2 / 13000/7/B/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of calendar year.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.55	<p>3000-55 Strategy and Doctrine - Working Papers</p> <p>Disposition Authority Number DAA-NU-2015-0003-0055</p>

Information created to support the development of tactical doctrine. Includes studies, surveys, reports, tests and evaluations and other records used for reference in the development of policy, procedures and tactics.

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

GRS or Superseded Authority Citation
N1-NU-89-5 / 3514/1
N1-NU-89-5 / 3515/1
N1-NU-89-5 / 3516/1
N1-NU-89-5 / 3517/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.56

3000-56 Transient Records (Operations and Readiness)

Disposition Authority Number DAA-NU-2015-0003-0056

Information related to U.S. Navy and Marine Corps operations that has minimal or no documentary or evidential value.

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

GRS or Superseded Authority Citation
N1-NU-89-5 / 3070/5
N1-NU-89-5 / 3100/3/D/2
N1-NU-89-5 / 3100/4/I/2/A/1
N1-NU-89-5 / 3100/4/I/3/A
N1-NU-89-5 / 3100/4/I/3/B/2

N1-NU-89-5 / 3100/6/F
N1-NU-89-5 / 3100/6/L
N1-NU-10-3 / 1
N1-NU-10-3 / 2
N1-NU-10-3 / 6
N1-NU-89-5 / 3130/3
N1-NU-89-5 / 3130/5
N1-NU-07-7 / 9
N1-NU-07-7 / 10
N1-NU-89-5 / 3170/2/E/2
N1-NU-89-5 / 3170/2/H
N1-NU-89-5 / 3215
N1-NU-89-5 / 3239
N1-NU-89-5 / 3253
N1-NU-89-5 / 3268/2
N1-NU-89-5 / 3340/1/F
N1-330-09-8 / 1
N1-NU-89-5 / 3520/1/B
N1-NU-89-5 / 3531/2
N1-NU-89-5 / 3560/2
N1-NU-89-5 / 3722/1
N1-NU-89-5 / 3722/2/A
N1-NU-89-5 / 3722/2/B
N1-NU-89-5 / 3760/5
N1-NU-89-5 / 3760/6
N1-NU-89-5 / 3760/7
N1-NU-89-5 / 3760/8
N1-NU-89-5 / 3770/1
N1-NU-89-5 / 3800/11
N1-NU-89-5 / 3821/1
N1-NU-89-5 / 3821/2
N1-NU-89-5 / 3822/1
N1-NU-89-5 / 3824/1
N1-NU-06-6 / 2
N1-NU-98-2 / 3850/3/B/3/A
N1-NU-89-5 / 3900/7/C

Disposition Instruction

Retention Period Destroy when 6 months old.

Additional Information

GAO Approval Not Required

3000-57 Subordinate Command Instructions and Publications

Disposition Authority Number DAA-NU-2015-0003-0057

1.57

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

GRS or Superseded Authority Citation
N1-NU-89-5 / 3052/1
N1-NU-89-5 / 3070/2
N1-NU-89-5 / 3093/4
N1-NU-89-5 / 3130/4
N1-NU-89-5 / 3238/2
N1-NU-89-5 / 3240/2
N1-NU-89-5 / 3242
N1-NU-89-5 / 3250/2
N1-NU-89-5 / 3251
N1-NU-89-5 / 3270/2
N1-NU-89-5 / 3440/3
N1-NU-89-5 / 3470/1
N1-NU-89-5 / 3490/1/B
N1-NU-89-5 / 3710
N1-NU-89-5 / 3720/1
N1-NU-89-5 / 3721
N1-NU-89-5 / 3730
N1-NU-89-5 / 3810/1
N1-NU-89-5 / 3810/4
N1-NU-89-5 / 3834/1
N1-NU-89-5 / 3890/2

Disposition Instruction

Retention Period Destroy when canceled or superseded.

Additional Information

GAO Approval Not Required

3000-58 Peacetime Exercise Reports

Disposition Authority Number DAA-NU-2015-0003-0058

information concerning final reports and documents used in planning, conducting and evaluating major U.S. Navy and Marine Corps peacetime exercises. Includes information used in the preparation, development, review, usage, and distribution of tactical doctrine.

1.58

1.59	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
	GRS or Superseded Authority Citation	N1-NU-89-5 / 3480/7 N1-NU-89-5 / 3500/1/B N1-NU-89-5 / 3500/1/C/1 N1-NU-89-5 / 3511/2 N1-NU-89-5 / 3512/2 N1-NU-89-5 / 3517/3
	Disposition Instruction	
	Retention Period	Destroy when approved doctrine publication is issued.
	Additional Information	
	GAO Approval	Not Required
	3000-59 Ship and Ship Equipment Status	
	Disposition Authority Number	DAA-NU-2015-0003-0059
	Information relating to vessel maintenance; major modifications; equipment, components and accessories; and inventory 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	
GRS or Superseded Authority Citation	N1-NU-89-5 / 3100/3/B N1-NU-89-5 / 3100/3/C/2/B/2 N1-NU-89-5 / 3100/3/C/2/C N1-NU-89-5 / 3100/3/D/1/B N1-NU-89-5 / 3100/3/D/3 N1-NU-89-5 / 3100/3/D/4/B N1-NU-89-5 / 3100/6/E N1-NU-89-5 / 3100/6/G N1-NU-89-5 / 3100/6/I N1-NU-89-5 / 3100/6/K	

		N1-NU-89-5 / 3123/4/C N1-NU-89-5 / 3123/4/D/1 N1-NU-89-5 / 3170/2/I N1-NU-89-5 / 3170/3/B N1-NU-89-5 / 3232 N1-NU-89-5 / 3235 N1-NU-89-5 / 3237 N1-NU-89-5 / 3340/1/H N1-NU-89-5 / 3390/2/B
	Disposition Instruction	
	Retention Period	Destroy after craft disposed of or type of craft becomes obsolete.
	Additional Information	
	GAO Approval	Not Required
1.60		3000-60 Construction Force Histories
	Disposition Authority Number	DAA-NU-2015-0003-0060
		Comprehensive narrative reports of operations. Records accumulated by Mobile Construction Battalions and Amphibious Construction Battalions.
	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
	GRS or Superseded Authority Citation	N1-NU-89-5 / 3100/4/F
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year.
	Transfer to Inactive Storage	Transfer to: Director, SeaBee Museum when 2 years old.
	Retention Period	Destroy when no longer required for historical program use.
	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
02/28/2017	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
06/08/2017	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/29/2017	Submit For Certification	Thomas Scibelli	Records Analyst	DON/AA - DRMD
02/16/2018	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
06/22/2018	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/03/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/03/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/14/2018	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
3000	Operations and Readiness:	The records described in this chapter relate to all phases of Naval and Marine Corps Operations, Sea, Land, or Air, including those pertaining to Naval and Marine Corps Strategies and Plans; Geophysical and Hydrographic Support; Astronomical and Chronometric Support; Port Operations; Cryptology; Warfare Techniques; Training and Readiness; Flight/Air Space; Naval Intelligence; and Research, Development, Test, and Evaluation. The records are accumulated by activities Ashore and Afloat applying procedures and policies established by higher organization elements, command activities exercising management and operational control, and departmental (headquarters) offices responsible for managing, planning, developing, and prescribing operational policies and procedures for joint operations, mobilization, and fleet operations.	N/A	N/A	x	N/A	N/A
3000-1	Immediate Office of the Chief of Naval Operations (CNO):	Information that reflects the establishment of Navy policy in matters of naval operations and naval warfare. This file is maintained in the immediate office of the Chief of Naval Operations (CNO) by the Executive Secretariat and includes correspondence and other records receiving the personal attention of the CNO.		PERMANENT: Retire to Naval History and Heritage Command (NHHC) annually. NHHC transfer to NARA when 50 years old.	x		
3000.1	GENERAL OPERATIONS AND READINESS RECORDS	1. IMMEDIATE OFFICE OF THE CHIEF OF NAVAL OPERATIONS CORRESPONDENCE FILE (DOUBLE ZERO FILE). Primary Program records and correspondence files that reflect the establishment of Navy policy in matters of naval operations and naval warfare. This file is maintained in the immediate office of the Chief of Naval Operations (CNO) by the Executive Secretariat and includes correspondence and other records receiving the personal attention of the CNO.		Permanent. Retire to Director of Naval History Operational Archives (CNO N09BH) annually. N09BH transfer to NARA when 50 years old.	P	N1-NU-89-5 / 3000/1	
3000.2a	GENERAL OPERATIONS AND READINESS RECORDS	2. CHIEF OF NAVAL OPERATIONS CENTRAL CORRESPONDENCE FILE. Incoming and outgoing correspondence to/from the Office of the Chief of Naval Operations (OPNAV) including designated OPNAV Principal Officials and their component offices and divisions. Records reflect the establishment of policies, plans, programs, and procedures and the procedural development, execution and accomplishment of naval operations and programs relating to the assigned responsibilities of OPNAV. Records are maintained in the CNO Central Mail Room. a. Paper copies created prior to 1975 and after June 1995.		Permanent. Retire to WNRC in 6-month increments (Jan-Jun/Jul-Dec) when 2 years old. Transfer to NARA when 20 years old.	P	N1-NU-96-3 / 3	
3000.2b(1)	GENERAL OPERATIONS AND READINESS RECORDS	2. CHIEF OF NAVAL OPERATIONS CENTRAL CORRESPONDENCE FILE. Incoming and outgoing correspondence to/from the Office of the Chief of Naval Operations (OPNAV) including designated OPNAV Principal Officials and their component offices and divisions. Records reflect the establishment of policies, plans, programs, and procedures and the procedural development, execution and accomplishment of naval operations and programs relating to the assigned responsibilities of OPNAV. Records are maintained in the CNO Central Mail Room. b. Microfiche copies. (1) Silver master and one diazo copy of files created 1975-1995.		Permanent. Retire to WNRC in 6-month increments (Jan-Jun/Jul-Dec) when 2 years old. Transfer to NARA when 20 years old.	P	N1-NU-96-3 / 4	
3000-2	Immediate Office of the Commandant of the Marine Corps (CMC):	incoming/outgoing correspondence to/from the Office of the Commandant and the Headquarters Staff Agencies that relate to the development, establishment, and implementation of plans, programs, warfare techniques, operational training and readiness, and operational intelligence. This file includes papers that depict the evolution of such policies, plans, and procedures. Records include the file copy of directives issued through the Marine Corps directives system as Marine Corps orders and bulletins (including ALMARs and ALMARCONs); studies pertaining to, and file copies of manuals, publications, and periodicals issued by Headquarters, U.S. Marine Corps (HQMC) or issued jointly by the Marine Corps and another military service or agency of the Department of Defense; planning and programming documents, including the Marine Corps Troop and Organization Document (TOPDOC), the Marine Corps Long-Range Plan (MLRP), the Marine Corps Mid-Range Objective Plan (NMROP), and the Marine Corps Capabilities Plan (MCP); studies concerning tactical concepts of Fleet Marine Force employment and Fleet Marine Force operational requirements; Mounting-out material readiness reports; and Briefing Memorandums addressed to the CMC, the Assistant Commandant of the U.S. Marine Corps, the Director, Marine Corps Staff, or the Deputy Chief of Staff.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000.3	GENERAL OPERATIONS AND READINESS RECORDS	3. Commandant of the Marine Corps (CMC) Correspondence File. Incoming/outgoing correspondence to/from the Office of the Commandant and the Headquarters Staff Agencies that relate to the development, establishment, and implementation of plans, programs, warfare techniques, operational training and readiness, and operational intelligence. This file includes papers that depict the evolution of such policies, plans, and procedures. Records include the file copy of directives issued through the Marine Corps directives system as Marine Corps orders and bulletins (including ALMARs and ALMARCONs); studies pertaining to, and file copies of manuals, publications, and periodicals issued by Headquarters, U.S. Marine Corps (HOMC) or issued jointly by the Marine Corps and another military service or agency of the Department of Defense; planning and programming documents, including the Marine Corps Troop and Organization Document (TOPDOC), the Marine Corps Long-Range Plan (MLRP), the Marine Corps Mid-Range Objective Plan (MMROP), and the Marine Corps Capabilities Plan (MCP); studies concerning tactical concepts of Fleet Marine Force employment and Fleet Marine Force operational requirements; Mounting-out material readiness reports; and Briefing Memorandums addressed to the CMC, the Assistant Commandant of the U.S. Marine Corps, the Director, Marine Corps Staff, or the Deputy Chief of Staff.		PERMANENT. HQ offices forward to CMC(ARDB) when 4 years old. CMC(ARDB) consolidate, destroy duplicate copies, and retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3000/3	
3000-3	CNO Area Coordinator Programs:	Correspondence, reports, studies, and other records that reflect the development and execution of the command's plans, policies, primary functions, programs, procedures, and essential transactions relating to the Area Coordination function. Files may include portions of the files of the Chief of Staff, Assistant Chiefs of Staff, and Staff Offices primarily concerned with Area Coordination. Records are accumulated by Commandant, Naval District Washington (NDW), Commander in Chief U.S. Atlantic Fleet, Commander in Chief U.S. Pacific Fleet, Commander in Chief U.S. Naval Forces Europe, Commander U.S. Naval Forces Central Command, Commander, Naval Education and Training Command, and Commander Naval Reserve Force.		PERMANENT: Cutoff at end of x calendar year. Transfer to the National Archives 25 years after cutoff.			
3000.4	GENERAL OPERATIONS AND READINESS RECORDS	4. CNO AREA COORDINATOR PROGRAM FILES. Correspondence, reports, studies, and other records that reflect the development and execution of the command's plans, policies, primary functions, programs, procedures, and essential transactions relating to the Area Coordination function. Files may include portions of the files of the Chief of Staff, Assistant Chiefs of Staff, and Staff Offices primarily concerned with Area Coordination. Records are accumulated by Commandant, Naval District Washington (NDW), Commander in Chief U.S. Atlantic Fleet, Commander in Chief U.S. Pacific Fleet, Commander in Chief U.S. Naval Forces Europe, Commander U.S. Naval Forces Central Command, Chief of Naval Education and Training, and Commander Naval Reserve Force, New Orleans only.		Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3000/4	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000-4	Navy and Marine Corps Fleet Command (Flag) Files:	Files related to the command's primary mission, its fleet operational functions, and the command's organization. They consist of correspondence, messages, and message summaries, reports, instructions, movement orders, maps, studies, photographs, charts, overlays, plans, sketches, memoranda, minutes of staff conferences, staff studies, project plans and specifications, war diaries or unit journals, action reports, patrol and reconnaissance reports, and other records that document the planning, development, execution and history of the command's mission and its specific operations which include combat, training, readiness, and intelligence operations, and the organization, movement, and deployment of fleet units, and other correlated operations. Included are files of Commander in Chief, US Atlantic Command; Commander in Chief, US Pacific Command; Fleet Commanders in Chief, i.e., Commander in Chief, US Atlantic Fleet (CINCLANTFLT), Commander in Chief, US Pacific Fleet (CINCPACFLT), and Commander in Chief, US Naval Forces Europe (CINCUSNAVEUR); Fleet Commanders, i.e., 2nd, 6th, 3rd, 5th, 7th, and other numbered fleets as activated; Naval Force Commands as defined in SNDL Part 1 including Navy Component Commanders of Unified Commands, but excluding Naval Construction and Naval Reserve Forces; Type Commanders, i.e., Naval Air Force Commanders, Naval Surface Force Commands, Naval Submarine Force Commands, and Commander Mine Warfare Command; and units subordinate to Force Commanders, i.e., Flotilla, Wings, Squadrons, Task Forces, Task Groups, etc. that are commanded by a flag officer). Also includes Commanding Generals of all MARFORS, Command Officers of all forward deployed MAGTFs (MEF, MEB, MEU, SPMAGTF, etc.).		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		
3100.1	GENERAL OPERATIONS RECORDS	1. NAVY AND MARINE CORPS FLEET COMMAND (FLAG) FILES. Files related to the command's primary mission, its fleet operational functions, and the command's organization. They consist of correspondence, messages, and message summaries, reports, instructions, movement orders, maps, studies, photographs, charts, overlays, plans, sketches, memoranda, minutes of staff conferences, staff studies, project plans and specifications, war diaries or unit journals, action reports, patrol and reconnaissance reports, and other records that document the planning, development, execution and history of the command's mission and its specific operations which include combat, training, readiness, and intelligence operations, and the organization, movement, and deployment of fleet units, and other correlated operations. Included are files of Commander in Chief, US Atlantic Command; Commander in Chief, US Pacific Command; Fleet Commanders in Chief, i.e., Commander in Chief, US Atlantic Fleet (CINCLANTFLT), Commander in Chief, US Pacific Fleet (CINCPACFLT), and Commander in Chief, US Naval Forces Europe (CINCUSNAVEUR); Fleet Commanders, i.e., 2nd, 6th, 3rd, 5th, 7th, and other numbered fleets as activated; Naval Force Commands as defined in SNDL Part 1 including Navy Component Commanders of Unified Commands, but excluding Naval Construction and Naval Reserve Forces; Type Commanders, i.e., Naval Air Force Commanders, Naval Surface Force Commands, Naval Submarine Force Commands, and Commander Mine Warfare Command; and units subordinate to Force Commanders, i.e., Flotilla, Wings, Squadrons, Task Forces, Task Groups, etc. that are commanded by a flag officer).		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3100/1	
3000-5	Policy and Policy Development (Operations and Readiness):	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 operations, intelligence operations, and research and development. These policy records originate from and maintained at SECNAV, CNO, CMC, Commanding Officers for U.S. Navy Operating Forces, USMC Major Commands, and US. Navy Echelon II Commands.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		
3000.5a	GENERAL OPERATIONS AND READINESS RECORDS	a. Primary Program Records. Correspondence, reports, and other records of the Commander/Commanding General that document the organization of the Headquarters and the development and execution of its primary mission or functions together with official documentation of its policies, problems, decisions, procedures, and essential transactions.		Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3000/5/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000.6a	GENERAL OPERATIONS AND READINESS RECORDS	a. Primary Program Records. Correspondence, reports, and other records of the commanding officer/commanding general that document the organization of the station and the development and execution of its primary mission or function together with official documentation of procedures and essential transactions. Exclude Operational Flight Records files under SSIC 3700 of this manual.		Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3000/6/A	
3058.1	RISK ASSESSMENT RECORDS	1. RECORDS, PAPERS, CORRESPONDENCE calculating the impact of changes to and the evolution of Navy Plans, Policy and Strategy.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3058/1	
3070.1	OPERATIONS SECURITY RECORDS	1. OPERATIONS SECURITY (OPSEC) Policy Guidance, Plans, Policy Directives, and formal reports of lessons learned, records originated by SECNAV, CNO, CMC, FLTCINCS, COMOPTEVFOR, COMNAVSECSRU, and Director, Office of Naval Intelligence.		Permanent. Retire to WNRC 3 years after cancelled. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3070/1	
3100.4a	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. a. Primary Program Records. Correspondence, reports, and other records accumulated by the Office of the DCNO (Logistics) (N4) and Naval Facilities Engineering Command (NAVFACENGCOM) Headquarters that relate to the policy, direction, and employment of naval construction forces as part of the Navy Operating Forces and to the planning, development, and execution of plans and projects.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3100/4/A	
3130.1	SEARCH AND RESCUE (SAR) RECORDS	1. DEPARTMENTAL SAR POLICY FILE. Instructions, notices, and planning papers that document Navy policy for reaction to vessel and aircraft accidents requiring SAR operations. Records are accumulated by OPNAV.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3130/1	
3140.1	NAVAL OCEANOGRAPHY PROGRAM RECORDS	1. PRIMARY PROGRAM RECORDS. Correspondence and other records of Commander, Naval Meteorology and Oceanography Command (COMNAVMETOCCOM); Fleet Numerical Meteorology and Oceanography Center; Naval Oceanography Operations Command; and Naval Meteorology and Oceanography Professional Development Center; and other NAVMETOCCOM facilities that document primary mission responsibilities for the development and execution of procedures pertaining to oceanography, meteorology, hydrograph, or bathymetry related operations and to the performance of these operations. Examples of records include, but are not limited to, the records and files of Navy offices having liaison with interdepartmental, international, and treaty organizations consisting of reports, minutes, agendas and supporting papers. Also included are documentation records related to electronic records and their format, information, and use that must accompany each transfer of permanent records. The official copy of these records will be preserved and transferred to NARA in hardcopy form.		Transfer records in hardcopy format to National Archives when 5 years old.	P	N1-NU-07-7 / 1	
3160.1	GENERAL ASTRONOMICAL AND CHRONOMETRIC SUPPORT RECORDS	1. PRIMARY PROGRAM RECORDS. General correspondence and other records of the Superintendent, Scientific Director, scientific departments, Flagstaff station and other stations that document primary mission responsibilities pertaining to astronomy and timekeeping. This includes records relating to the development and operation of scientific programs, the establishment of stations and substations; and design, development and construction of instruments.		Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 10 years old.	P	N1-NU-89-5 / 3160/1	
3301.1	EMERGENCY ACTION RECORDS	1. PRIMARY PROGRAM FILES. Policies and procedures used for initiating emergency action for shipping control and instructions for neutral vessels entering U.S. waters.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3301/1	
3305.1	EVASION AND ESCAPE RECORDS	1. PRIMARY PROGRAM RECORDS. Correspondence, staff papers, reports, and similar documents relating to departmental policy and specific techniques for evading capture by hostile forces and, if confined, techniques and procedures for escape. Include documentation concerning the training of operating force personnel. Records are maintained by SECNAV, CNO, and CMC.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3305/1	
3360.1	ANTISUBMARINE RECORDS	1. PRIMARY PROGRAM FILES. Files document plans, policy and programs.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3360/1	
3450.1	SHIPPING CONTROL RECORDS	1. POLICY FILES. Files designed to discharge planning and coordinating responsibilities for the control of merchant shipping, including the review of plans for the U.S. Naval Control of Shipping Organization and the maintenance of publications pertaining to naval control of shipping. (See also SSIC 3170.)		Permanent. Retire to FRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3450/1	
3610.1	ELECTRONIC WARFARE RECORDS	1. PRIMARY PROGRAM FILES. Files document the development and direction of electronic warfare policy and programs as established by the Director of Space and Electronic Warfare (N6) and provide assistance in the evaluation of the effectiveness and adequacy of planned electronic warfare capabilities relative to warfare tasks and specialties.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3610/1	
3900.1a	GENERAL RDT&E RECORDS	1. PRIMARY PROGRAM RECORDS. a. Files and other records of SECNAV, OPNAV, CMC, ONR and Systems Command (SYSCOM) Headquarters. Correspondence, memoranda, reports, studies, record copies of instructions and notices, and other records that document the establishment, development, and accomplishment of the Navy's overall Research and Development Program. Exclude reports and project case files for specific R&D projects that are maintained by Program and Project Managers.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3900/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3960.1	GENERAL TEST AND EVALUATION RECORDS	1. TEST AND EVALUATION (T&E) POLICY FILES. Records consist of correspondence files containing T&E policy guidance, letters of instruction to activities with T&E missions, program planning, and scheduling information; program directives case files; and procedural handbooks. These files are maintained by the Assistant Secretary of the Navy for Research, Development, and Acquisition, and the Director of Navy Test & Evaluation and Technology Requirements (N091).		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3960/1	
3980.1	OPERATIONAL T&E (OT&E) RECORDS	OT&E is that T&E conducted to determine a systems operational effectiveness and operational suitability, identify system deficiencies and the need for potential modifications to meet established OT&E thresholds, and develop tactics. OT&E is conducted under the direction of COMOPTEVFOR. Included in this section are records of IOT&E, Follow-on Operational Test and Evaluation (FOT&E), and Operational Evaluations (OPEVALS). 1. COMOPTEVFOR PRIMARY PROGRAM RECORDS. The correspondence file of COMOPTEVFOR and other policy and procedural directives, handbooks, and manuals issued to direct and support the OT&E Program.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3980/1	

3000-6	Policy and Policy Implementation (Cryptology and SIGINT):	Correspondence, reports, studies, directives, and other records created and maintained by SECNAV, CNO, CMC and Fleet Cyber Command/U.S. 10th Fleet that reflect Navy implementation of policy relating to the military function that deals with encrypted or otherwise disguised telecommunications. Includes records relating to the planning, development and implementation of cryptologic systems and related systems architectures; management of architecture and communications for cryptologic systems; and DDN implementation of NSA policy for source identification, collection, processing, evaluating and reporting SIGINT Operations.		PERMANENT: Cutoff at end of x calendar year. Transfer to U.S. Cyber Command/10th Fleet 2 years after cutoff. Transfer to the National Archives 50 years after cutoff.			
3200.1	CRYPTOLOGY GENERAL RECORDS	1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, directives, and other records created and maintained by SECNAV, CNO, CMC and Commander Naval Security Group Command (COMNAVSECGRUCOM) that reflect Navy implementation of policy established by the Director of the National Security Agency (NSA) relating to the military function that deals with encrypted or otherwise disguised or hidden telecommunications of foreign entities.		Permanent. Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer entire series or 5-year blocks thereof to NARA, if unclassified or declassified, when 50 years old. Records for which special protection has been extended beyond 50 years will be reviewed for declassification every 10 years thereafter until releasable. The series will then be transferred to NARA in 5-year blocks through appropriate channels.	P	N1-NU-89-5 / 3200/1	
3202.	CRYPTOLOGIC ARCHITECTURE AND TOTAL SYSTEMS INTEGRATION	CRYPTOLOGIC ARCHITECTURE AND TOTAL SYSTEMS INTEGRATION. Records relating to the planning, development and implementation of cryptologic systems and related systems architectures. Records accumulated by COMNAVSECGRUCOMHQ.		Permanent. Transfer to NARA in accordance with SSIC 3200.1.	Refers to other SSIC	N1-NU-89-5 / 3202	
3203.	CRYPTOLOGIC SUPPORT GROUP OPERATIONS (CONCEPT, POLICY)	CRYPTOLOGIC SUPPORT GROUP OPERATIONS (CONCEPT, POLICY). Records relating to the cryptologic support group (concept, policy) worldwide.		Permanent. Transfer to NARA in accordance with SSIC 3200.1.	Refers to other SSIC	N1-NU-89-5 / 3203	
3206.1	CRYPTOLOGY AND COMMAND, CONTROL AND COMMUNICATIONS (C3)	1. PROGRAM RECORDS. Records relating to management of architecture and communications, including directives, policy implementation letters maintained by COMNAVSECGRUCOMHQ.		Permanent. Transfer to NARA in accordance with SSIC 3200.1.	Refers to other SSIC	N1-NU-89-5 / 3206/1	
3208.1	MARINE CORPS CRYPTOLOGIC POLICY AND OPERATIONS	1. OPERATIONAL RECORDS. Records relating to all aspects of Marine Corps cryptologic operations including Field Station, Afloat, and Radio Battalion Operations.		Permanent. Transfer to NARA in accordance with SSIC 3200.1.	Refers to other SSIC	N1-NU-89-5 / 3208/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3209.1	NAVRESSECGRU OPERATIONS AND POLICY	1. NAVAL RESERVE POLICY RECORDS. Mobilization and operational plans and organizational records maintained by Naval Security Group Command HQ.		Permanent. Transfer to NARA in accordance with SSIC 3200.1.	Refers to other SSIC	N1-NU-89-5 / 3209/1	
3212.	NAVY COMPARTMENTED SIGINT PROGRAMS	NAVY COMPARTMENTED SIGINT PROGRAMS. Records relating to all information pertaining to compartmented program administration, operations and support.		Permanent. Transfer to NARA in accordance with SSIC 3200.1.	Refers to other SSIC	N1-NU-89-5 / 3212	
3220.	NATIONAL SIGINT OPERATIONS	NATIONAL SIGINT OPERATIONS DON Implementation of NSA policy for source identification, collection, processing, evaluating and reporting SIGINT Operations. Include directives, studies and other records specifying techniques employed.		Permanent. Transfer to NARA in accordance with SSIC 3200.1.	Refers to other SSIC	N1-NU-89-5 / 3220	

3000-7	Strategy, Planning, and Tactical Doctrine:	Information concerning centralized coordination of warfare-planning, tactical doctrine, and requirements for fleet readiness, force training and readiness, modernization, and force levels associated with the conduct of tactical warfare by general purpose naval and marine forces. Includes records of the Fleet Tactical Development and Evaluation Program (TAC D&E), Operational Tactics Guides (OTGs), Marine Corps Center System for Lessons Learned - Joint Lessons Learned Information System (MCCLL-JLLIS), Naval Warfare Publications (NWP), and Allied Tactical Publications (ATPs).		PERMANENT: Cutoff at end of x calendar year. Transfer to the National Archives 30 years after cutoff.			
3300.1	GENERAL WARFARE PROCEDURES RECORDS	1. PRIMARY PROGRAM NAVAL WARFARE RECORDS. Files concern centralized coordination of planning and requirements for fleet readiness, modernization, and force levels associated with the conduct of tactical warfare by general purpose naval forces; responsibilities for assessment, integration, and coordination of tactical warfare programs at the battle and amphibious force level; for general tactical development and training; and for special management of selected programs. Records are maintained by DCNO (Resources, Warfare Requirements & Assessments) (N8).		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3300/1	
3302.1	NAVY SPECIAL WARFARE OPERATIONS RECORDS	1. Primary Program Files. Files documenting the development and direction of special warfare-related programs as coordinated by the OPNAV Principal Officials or their component offices and divisions; and systems commands managing programs.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3302/1	
3310.1	AERIAL RECORDS	1. PRIMARY PROGRAM RECORDS. Files pertaining to the preparation of plans, tactical doctrine, and the definition of the requirements to provide for naval aviation forces (including the Naval Air Reserve) and their logistic support. They include files on the preparation of budgets and their sponsorship and coordination with pertinent offices to provide for integration into the overall Navy Program Planning System. Records are maintained by the DCNO (Resources, Warfare Requirements, and Assessments) (N8).		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3310/1	
3320.1	AIR DEFENSE RECORDS	1. PRIMARY PROGRAM RECORDS. Files related to the determining of requirements, assessing the readiness and training, and planning for the defense of U.S. forces against hostile air attack. Records are maintained by the DCNO (N8).		Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3320/1	
3330.1	SURFACE RECORDS	1. PRIMARY PROGRAM RECORDS. Files that concern planning, and requirements for fleet readiness, modernization, and force levels associated with the conduct of tactical warfare by surface force units. Records are maintained by the DCNO (N8).		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3330/1	
3350.1	SUBMARINE MISSIONS RECORDS	1. PRIMARY PROGRAM RECORDS. Files relating to requirements and readiness assessment for submarine missions including approach and attack procedures, tactical weapons employment, search procedures, tracking, acoustic sensor employment, and special operations.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3350/1	
3361.1a	SURFACE ANTISUBMARINE WARFARE (ASW)	1. SURFACE ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Surface ASW related programs as coordinated by DCNO (N8), platform sponsors and by cognizant Systems Commands. a. Primary Program Records.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3361/1/A	
3362.1a	AIR ANTISUBMARINE WARFARE (ASW)	1. AIR ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Air ASW related programs as coordinated by DCNO (N8), platform sponsors and by cognizant Systems Commands. a. Primary Program Records.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3362/1/A	
3363.1a	SUBSURFACE ANTISUBMARINE WARFARE (ASW)	1. SUBSURFACE ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Subsurface ASW related programs as coordinated by DCNO (N8), platform sponsors and by cognizant Systems Commands. a. Primary Program Records.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3363/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3364.1a	NON-ACOUSTIC ANTISUBMARINE WARFARE (ASW)	1. NON-ACOUSTIC ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Non-acoustic ASW related programs as coordinated by DCNO (N8), platform sponsors and by cognizant Systems Commands. a. Primary Program Records.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3364/1/A	
3370.1	MINE (SEA AND LAND) RECORDS	1. PRIMARY PROGRAM RECORDS. Files relating to requirements, and assessment of readiness of tactical mine warfare.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3370/1	
3402.1	BIOLOGICAL RECORDS	1. RECORDS address adequacy of assigned warfare programs with regard to associated biological warfare requirements (created at headquarters level).		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3402/1	
3403.1	CHEMICAL RECORDS	1. RECORDS addressing the adequacy of assigned warfare programs with regard to associated chemical warfare requirements (created at headquarters level).		Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	P	N1-NU-89-5 / 3403/1	
3410.2a	PSYCHOLOGICAL RECORDS	2. PSYOP POLICY CORRESPONDENCE PRIMARY PROGRAM RECORDS. Files document plans, policies, and operations originated by CNO, fleet commanders in chief, and a commander of a systems command. a. Originals.		Permanent. Forward to WNRC 1 year after policy is superseded. Offer to NARA when 20 years old.	P	N1-NU-89-5 / 3410/2/A	
3430.1a	ELECTRONIC WARFARE RECORDS	1. ELECTRONIC WARFARE RECORDS. Files document all matters pertaining to plans, policies, programs, and training in the area of electronic warfare originated by CNO. a. Primary Program Records.		Permanent. Retire to WNRC when 5 years old or files become inactive, whichever is earlier. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3430/1/A	
3510.1a	TACTICAL DOCTRINE RECORDS	1. NAVY LESSONS LEARNED. Fleet Tactical Development and Evaluation Program (TAC D&E) publications of lesson learned from exercises or actual combat and operating experiences. a. Copy maintained by the Fleet Tactical Library (NAVTA CSUPFACT).		Permanent. Retire to WNRC when 12 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3510/1/A	
3510.3a	TACTICAL DOCTRINE RECORDS	3. OPERATIONAL TACTICS GUIDES (OTGs). Tactical Doctrine developed by Commander Operational Test and Evaluation Force (COMOPTEVFOR) during operational testing. a. Master copy maintained by COMOPTEVFOR.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3510/3/A	
3510.4a(1)	TACTICAL DOCTRINE RECORDS	4. MARINE CORPS CENTER SYSTEM FOR LESSONS LEARNED - JOINT LESSONS LEARNED INFORMATION SYSTEM (MCCLL-JLLIS). The purpose of this electronic system is to provide the Marine Corps the capability to collect, analyze, manage, and disseminate knowledge gained through operational experiences, exercises, and supporting activities. It also provides information and analysis on past, present, and emerging issues and trends in support of operational commanders and the Commandant of the Marine Corps. a. Electronic Files accumulated by the Marine Corps Center for Lessons Learned. (1) Master files consist of initial observations, briefings, interviews, lessons, interpretations, tactics, techniques, procedures, photographs, surveys, after action reports, and standard operating procedures collected from exercises and operations; topical papers and executive summaries written by MCCLL analysts from 1965 and on going.		Permanent. Transfer to NARA in 5 year blocks when 30 years old and in accordance with 36 CFR 1228 and/or current NARA guidance. Note: The Center for Marine Corps Lessons Learned may retain a copy of all data transferred for reference purposes.		N1-NU-07-15-1	
3511.1a	NAVAL WARFARE PUBLICATIONS RECORDS	1. NAVAL WARFARE PUBLICATIONS (NWP/NWIPs). Warfare publications containing ready reference to current tactics, doctrine, and procedures. Exclude NWP 55 series. a. Source file copy. Master copy of NWP's except NWP 55 series.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3511/1/A	
3512.1a	ALLIED TACTICAL PUBLICATIONS RECORDS	1. ALLIED TACTICAL PUBLICATIONS (ATPs). Tactical doctrine publications containing procedures and/or experimental tactics used by NATO forces in joint maneuvers and operations. Publications consist of manuals, training and recognition material, instruction books, pamphlets, and technical manuals relating to NATO tactics. a. Source file copy. Master copy of ATPs.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3512/1/A	
3517.2a	AIR WARFARE TAC D&E RECORDS	2. AIR WARFARE PUBLICATIONS. Aircraft tactical publications (NWP 55 series), Naval Air Training and Operating Procedures Standardization Program (NATOPS), NAVAIRSYSCOM Manuals and TAC AIDS. a. Source file copy. Master copy of Air Warfare Publications.		Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3517/2/A	
3611.1a	ELECTRONIC SURVEILLANCE MEASURES (ESM)	1. ESM RECORDS AND FILES. Records and files document the direction and development of specific ESM related programs as coordinated by the Director of Space and Electronic Warfare (N6). a. Primary Program Records.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3611/1/A	
3612.1a	ELECTRONIC COUNTERMEASURES (ECM)	1. ECM RECORDS AND FILES. Records and files document the development and direction of specific ECM-related programs as coordinated by the Director of Space and Electronic Warfare (N6) and Systems Commands managing the systems. a. Primary Program Records.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3612/1/A	
3613.1a	ELECTRONIC COUNTER COUNTERMEASURES (ECCM)	1. ECCM RECORDS AND FILES. Records and files document the development and direction of specific ECCM related programs as coordinated by the Director of Space and Electronic Warfare (N6). a. Primary Program Records.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3613/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000-8	Operating Plans:	Master operating plans, war plans, contingency plans, or other master copies maintained by the Office of CNO and CMC and Departmental Implementation Plans of Washington Headquarters Commands. Include related background papers and supporting documentation.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		
3010.1	OPERATING PLANS RECORDS	1. DEPARTMENTAL MASTER OPERATING PLANS or other master copies maintained by the Office of CNO and CMC and Departmental Implementation Plans of Washington Headquarters Commands. Include related background papers and supporting documentation.		Permanent. Retire to WNRC 1 year after cancelled or superseded. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3010/1	
3010.2	OPERATING PLANS RECORDS	2. WAR PLANS and other CONTINGENCY PLANS originated by CNO (N3/N5), Fleet Commanders in Chief, Force Commanders, Joint Committees, and Bilateral International Treaty Organizations. Include plans for the evacuation of U.S. Nationals, Emergency Operations Plans, Logistics Support, and Mobilization Plans. Include background papers and supporting documentation as well as minutes of planning meetings for Joint and Unified Committees.		Permanent. Retire to WNRC 5 years after cancelled or superseded. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3010/2	
3010.3a	OPERATING PLANS RECORDS	3. PLANS FOR SPECIFIC TASKS ISSUED BY TYPE COMMANDERS, OPNAV DIVISIONS AND CERTAIN DESIGNATED NAVAL COMMANDS. Include Amphibious Warfare Plans, Mine Warfare Plans, Anti-Submarine Warfare Plans, Anti-Air Warfare Plans, Inshore Undersea Warfare Plans, Communications Plans, Naval Aviation Op Plans, Strike Warfare Plans, Expeditionary Warfare Plans, and similar. a. Copy maintained by OPNAV.		Permanent. Retire to WNRC 1 year after cancelled or superseded. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3010/3/A	
3051.1	MISSIONS RECORDS	1. RECORDS of Naval Warfare Mission areas as contained in Required Operational Capability (ROC)/Projected Operational Environment (POE) Mission Statement Directives.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3051/1	
3053.1	WARFARE TASKS RECORDS	1. CNO (N3/N5) MASTER PLANS FOR EACH WARFARE TASK. Files that support broad command and control goals in support of individual and collective warfare tasks as related to antisubmarine warfare (ASW), anti-air warfare (AAW), strike warfare, amphibious warfare, anti-surface warfare, and special warfare. NOTE: Permanent records are included.		Retire records under SSIC 3010.3 of this manual.	P	N1-NU-89-5 / 3053/1	
3121.1	OPERATION PLANS AND ORDERS RECORDS	1. NAVY MASTER COPY OF OPERATIONS ORDERS (OP-ORDERS). One copy of all Navy Op-Orders forwarded by the originator to the OPNAV in accordance with current OPNAV directives.		Permanent. OPNAV forward all cancelled and superseded OP Orders annually to the DNH CNO (N09BH). DNH transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3121/1	
3000-9	Operational Records/Armed Conflict:	Operational records and records pertaining to activities, alerts, and deployments in actual or potential combat-type situations. Note: See SECNAV M-5210.1, Part V for further information regarding records of ocean contingency and armed conflict.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		
3100.2b	GENERAL OPERATIONS RECORDS	2. MARINE CORPS ACTIVITIES AND INDIVIDUAL OPERATING FORCE ACTIVITIES RECORDS. b. Records of Marine Corps Activities. Operational records and records pertaining to activities, alerts, and deployments in actual or potential combat-type situations of Fleet Marine Force activities through regimental (group) size, including separate battalions (squadron) and companies; and battalions (squadrons) or companies on detached service that are not duplicated in fleet commanders' files.		Permanent. Retire to WNRC when 4 years old or upon deestablishment, whichever is earlier. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3100/2/B	
3101.1d	ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS.	1. Video Monitoring Records. Pertains to ships equipped with video cameras/systems capable of capturing and storing video records in electronic format that are used to provide monitoring of a ship's passage ways, equipment, weapons systems, flight decks, manned and unmanned areas, etc. Video monitoring may be conducted within numerous areas both within and outside of the ship's structure. d. Armed Conflict. Records consisting of electronic video monitoring data captured and stored in electronic format during actual direct armed contact between United States ships and a hostile force.		PERMANENT. Pre-accession to National Archives when studies/operational analysis has been completed. Transfer to National Archives when 10 years old in format mutually agreed to by National Archives and the transferring entity at the time of transfer. NOTE: See Part V, paragraph 5 of this manual.	P	N1-NU-10-3 / 5	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3101.2d	ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS.	2. Communications Records. Pertains to ships having equipment or systems capable of capturing and recording electronically various forms of internal and external communications, both within and outside the structure of the ship. Internal communications records are electronic records of communications conducted via electronic means and within the structure of the ship, such as but not limited to internal communication networks (nets), internal telephone, general announcing system, portable intra-ship radio, sound powered phones, etc. External communications records are electronic records of communications conducted via electronic means with sources outside the structure of the ship, such as but not limited to ship-to-ship, ship-to-shore, shore-to-ship, ship-to-aircraft, aircraft-to-ship, ship-to-satellite, satellite-to-ship, etc. d. Armed Conflict. Records consisting of electronic communications data captured and stored in electronic format during actual direct armed contact between United States ships and a hostile force.		PERMANENT. Pre-accession electronic file to National Archives when studies / operational analysis has been completed. Transfer to National Archives when 10 years old in a format mutually agreed to by National Archives and the transferring entity at the time of transfer. NOTE: See part V, para. 5 of this manual.	P	N1-NU-10-3 / 9	
3123.4e	MOVEMENT REPORTS RECORDS	4. MOVEMENT REPORT CENTERS AND OFFICES RECORDS. e. Copies of Photographs of Daily Continuous Location Plots.		Permanent. Retire to WNRC when 1 year old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3123/4/E	
3460.1	CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS	1. CAPTURED DOCUMENTS. Documents captured or confiscated during periods of armed conflict. Included are records of foreign governments, military, or private institutions.		Permanent. Transfer to NARA after intelligence evaluation or 25 years after cessation of hostilities, whichever is later. Exclude material returned to originator by competent authority.	P	N1-NU-89-5 / 3460/1	
3460.2	CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS	2. RECORDS OF CAPTURED MATERIAL. Case files relating to military weapons, strategic supplies, or any other items of value captured from the enemy during periods of armed conflict. Files contain a complete description of the property seized or captured, reports of operations or engagements attendant to the capture, photographs of the captured property, reports of technical analysis and/or intelligence exploitation of the material, and documentation of the ultimate disposition of the captured material.		Permanent. Transfer to NARA 5 years after final disposition of property or when 20 years old, whichever is later.	P	N1-NU-89-5 / 3460/2	
3000-10	Boards and Committees:	Records of boards and committees. Records consist of minutes of quarterly meetings, letters of nomination and appointment to the committee, mission definition statements, and formal reports submitted to the SECNAV.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 50 years after cutoff.	x		
3900.3	GENERAL RDT&E RECORDS	3. NAVAL RESEARCH ADVISORY COMMITTEE (NRAC) FILES. Records consist of minutes of quarterly meetings, letters of nomination and appointment to the committee, mission definition statements, and formal reports submitted to the SECNAV.		Permanent. Transfer annually when 5 years old to the WNRC. WNRC transfer to NARA in 5-year blocks when most recent records in the block are 50 years old.	P	N1-NU-89-5 / 3900/3	
3900.4a	GENERAL RDT&E RECORDS	4. TECHNICAL BOARDS AND COMMITTEE'S FILES. Records of boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of various research and development project phases or programs. Records consist of agendas, directives, minutes of meetings, papers relating to the establishment, revision, or termination of projects, and other papers reflecting the boards or committees' actions, recommendations, and accomplishments. Exclude interim and final reports on specific projects, and material included in the Project Case File. a. Official Board or Committee Files.		Permanent. Retire to nearest FRC in 5-year blocks when 5 to 10 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3900/4/A	
3000-11	Unit Histories, Deck Logs, and Action Reports:	Narrative accounts and other files accumulated by operating forces or other activities. Includes unit diaries, deck logs, combat and action reports, command histories, war diaries, and master flight files (combat). Note: Command Histories prepared in accordance with OPNAV INSTRUCTION 5750.12 are schedule under Item 5000-5.		PERMANENT: Cutoff at end of calendar year. U.S. Navy records: transfer to NHHHC at cutoff. NHHHC will transfer to the National Archives 30 years after cutoff. U.S Marine Corps: Transfer to the National Archives 30	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
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 MSR8) 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 1230.	P	N1-NU-90-5 / 1080/6/A/1 DAL-NU-2011-0009-0003	moved to ch. 3 to align with appropriate functional area
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 1230.	P	N1-NU-90-5 / 1080/6/A/2 DAL-NU-2011-0009-0004	moved to ch. 3 to align with appropriate functional area
3000.8a	GENERAL OPERATIONS AND READINESS RECORDS	8. STATION JOURNALS. A daily journal in which is recorded important information and noteworthy occurrences in the administration of Navy shore stations. a. Journals for calendar year 1973 and earlier.		Transfer to NARA immediately. NARA will accession these Journals of historical value and is authorized to destroy Journals lacking historical value.	P	N1-NU-89-5 / 3000/8/A	
3100.5a	GENERAL OPERATIONS RECORDS	5. DECK LOGS of commissioned vessels of the U.S. NAVY. a. Original Deck Log maintained by the Officer of the Deck on a watch to watch basis on all commissioned vessels of the United States Navy.		Commanding officer forward daily deck logs monthly to Naval Historical Center (DH) as directed by OPNAVINST 3100.7B.	P	N1-38-92-1 / 1/A	
3100.5b	GENERAL OPERATIONS RECORDS	5. DECK LOGS of commissioned vessels of the U.S. NAVY. b. Original Deck Logs predating 1 January 1979 in the custody of the DNH (N09BH).		Permanent. Transfer to NARA annually when 30 years old.	P	N1-38-92-1 / 1/B	
3100.5c	GENERAL OPERATIONS RECORDS	5. DECK LOGS of commissioned vessels of the U.S. NAVY. c. Silver Halide Microform and one diazo copy of Deck Logs created 1 January 1979 and later in the custody of the DNH.		Permanent. Transfer to NARA annually when 30 years old.	P	N1-38-92-1 / 1/C	
3100.5e	GENERAL OPERATIONS RECORDS	5. DECK LOGS of commissioned vessels of the U.S. NAVY. e. Original Deck Logs created 1 January 1979 through 31 December 1993.		Destroy when microfilm has been verified for conformity with archival quality standards and completeness. If log has not been microfilmed: Permanent. Transfer original to NARA annually when 30 years old.	P	N1-NU-98-1 / 3100/5/E	
3100.5f	GENERAL OPERATIONS RECORDS	5. DECK LOGS of commissioned vessels of the U.S. NAVY. f. Original Deck Logs created 1 January 1994 and later.		Permanent. Transfer to NARA annually when 30 years old.	P	N1-NU-98-1 / 3100/5/F	
3350.2	SUBMARINE MISSIONS RECORDS	2. SUBMARINE PATROL REPORTS forwarded via the Chain of Command to OPNAV.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3350/2	
3480.1a	COMBAT AND ACTION REPORTS RECORDS	1. NAVY UNITS COMBAT AND ACTION REPORTS. Narrative accounts and other files accumulated by operating forces or other activities relating to actual combat or alerts or to potential combat-type situations. a. Original Combat and Action Reports and Supporting Documentation.		Transfer to the DNH (N09BH) upon completion of all required operational reports.	P	N1-NU-89-5 / 3480/1/A	
3480.1b	COMBAT AND ACTION REPORTS RECORDS	1. NAVY UNITS COMBAT AND ACTION REPORTS. Narrative accounts and other files accumulated by operating forces or other activities relating to actual combat or alerts or to potential combat-type situations. b. Original Combat and Action Reports and Supporting Documentation Maintained by the DNH.		Permanent. NHC transfer to NARA when 50 years old.	P	N1-NU-89-5 / 3480/1/B	
3480.1c	COMBAT AND ACTION REPORTS RECORDS	1. NAVY UNITS COMBAT AND ACTION REPORTS. Narrative accounts and other files accumulated by operating forces or other activities relating to actual combat or alerts or to potential combat-type situations. c. Final Combat and Action Report Maintained by Fleet Commanders.		Incorporate into Flag Files and retire as a Permanent record under SSIC 3100.1 of this manual.	P	N1-NU-89-5 / 3480/1/C	
3480.2	COMBAT AND ACTION REPORTS RECORDS	1. NAVY UNITS COMBAT AND ACTION REPORTS. Narrative accounts and other files accumulated by operating forces or other activities relating to actual combat or alerts or to potential combat-type situations. 2. MARINE CORPS ACTION/AFTER ACTION/COMBAT AFTER ACTION REPORTS. Reports prepared by Marine Corps organizations and others at the direction of higher authority and which enumerate events, participants, casualties, and other specified data concerning a particular combat operation.		Permanent. Transfer to CMC (HD) when 1 year old. CMC (HD) transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3480/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3480.3a	COMBAT AND ACTION REPORTS RECORDS	3. MARINE CORPS UNITS COMMAND CHRONOLOGIES. Activity reports submitted by Regular and Reserve units that document the administrative and operational experiences of the activity on a continuing basis. Included are missions and tasks assigned, status of readiness of the command, its goals, accomplishments, significant programs, and similar records. a. Originating Unit. NOTE: Permanent records are included. Content of each document must include clear and appropriate classification markings to eliminate entire packages from being classified above originally intended classification level in accordance with references (g) and (h).		Forward non-electronic command chronologies (classified and unclassified) to the Commanding General MCCDC, ATTN CMCC Security Manager, 3300 Russell Road, Room 310, ATTN: Command Chronologies, Quantico, VA 22134-5129. For unclassified electronic command chronologies or to address questions, send e-mail to archives@grc.usm.edu.	P	N1-NU-89-5 / 3480/3/A	
3480.3b	COMBAT AND ACTION REPORTS RECORDS	3. MARINE CORPS UNITS COMMAND CHRONOLOGIES. Activity reports submitted by Regular and Reserve units that document the administrative and operational experiences of the activity on a continuing basis. Included are missions and tasks assigned, status of readiness of the command, its goals, accomplishments, significant programs, and similar records. b. Command Chronologies in the custody of the Commanding General MCCDC, CMCC Security Manager.		PERMANENT. CMC Security Manager - transfer to NARA when 20 years old. Significant entries may be copied for inclusion in the Marine Corps Command Historical Summary File (SSIC 5757.2 of this manual).	P	N1-NU-89-5 / 3480/3/B	
3480.4	COMBAT AND ACTION REPORTS RECORDS	4. MARINE CORPS SPECIAL REPORTS. Reports documenting missions of mercy, Marine Corps participation in state ceremonies, unusual employment of Marines, and unusual incidents during major operations.		PERMANENT. Forward to the Director of Marine Corps History and Museums CMC (C4OCA) when 1 year old. CMC (C4OCA) transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3480/4	
3480.5	COMBAT AND ACTION REPORTS RECORDS	5. WAR DIARIES. Special narrative accounts prepared at the direction of Fleet Commanders by Navy afloat units engaged in prolonged periods of combat operations. War Diaries are narrative accounts in chronological order of the unit's day to day operations including major changes in disposition of the unit and important changes in formation and composition of the unit and the purpose of these changes together with enemy contacts and brief mention of operations of other units as they contribute to a clear account of those of the reporting unit. Information contained in Combat and Action Reports should be incorporated by reference. Include summary of significant command changes and administrative developments as well as reporting ordnance expended in action, in training, or by destruction.		Permanent. Forward via Fleet Commander to DNH N098H. N098H transfer to NARA when 50 years old.	P	N1-NU-89-5 / 3480/5	
3760.2b	FLIGHT RECORDS AND REPORTS	2. MASTER FLIGHT FILES. The original of the NAVAL AIRCRAFT FLIGHT RECORD (OPNAV 3710/4). The data collected include a statistical description of the flight pertaining to the aircraft and crew members, a record of all logistical actions performed during the flight, a record of weapons proficiency, a record of training areas utilized, and other miscellaneous data. MASTER FLIGHT FILES shall be securely bound in hard binders and labeled as MASTER FLIGHT FILES of (squadron designation) and period covered. b. MASTER FLIGHT FILES for Units in a Combat Status. NOTE: Combat status is any unit that is involved in operations in a combat zone. Ensure that the SF-135 accompanying these records is clearly marked as records created while aircraft was in a combat status.		Permanent. Cutoff at end of calendar year. Transfer to National Archives 7 years after cutoff.	P	DAA-NU-2011-0124-0001	
3000-12	Intelligence Program:	Information relating to the overall administration of DON intelligence programs. Includes, but not limited to, final intelligence products; intelligence card index files; shipwreck and marine archaeology files; intelligence planning; intelligence estimates and intelligence reports		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 50 years after cutoff.			
3057.1	THREAT ASSESSMENT RECORDS	1. RECORDS assessing the adequacy of Tactical Warfare Programs with regard to requirements imposed by the current and projected threat.		Permanent. Retire to WHRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3057/1	
3490.1a	COVER AND DECEPTION RECORDS	1. DECEPTION POLICY AND OPERATIONS DIRECTIVES AND PLANS. a. Directives and Plans issued by 3rd Echelon and above Operating Force Commands.		Permanent. Originator forward one copy to CNO (N6) under tight control (TICON) procedures when superseded, cancelled, or no longer required. N6 will retain on board and transfer to NARA when 50 years old.	P	N1-NU-89-5 / 3490/1/A	
3800.1	GENERAL INTELLIGENCE RECORDS	1. PRIMARY PROGRAM RECORDS. Files, reports, and other records of the Director of Naval Intelligence (N2) that document the development and execution of plans, policies, programs, and procedures relative to the primary intelligence function.		Permanent. Retire to WHRC when 2 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3800/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3800.2	GENERAL INTELLIGENCE RECORDS	2. INTELLIGENCE OFFICES' PRIMARY PROGRAM RECORDS. Final Intelligence Products generated in response to Tactical Intelligence and Related Activities (TIARA) requirements as designated by CNO. Operational Intelligence Programs, and Sword, Spear and Sabre Programs. Records are accumulated by ONI Directorates, Divisions/Centers of the former Naval Intelligence Command. Exclude intelligence products coordinated with, registered or disseminated by Defense Intelligence Agency (DIA).		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3800/2	
3800.5	GENERAL INTELLIGENCE RECORDS	5. INTELLIGENCE CARD INDEX FILES. Card indexes or similar files of ships, corporations, suspects, and other special categories that are of intelligence or counterintelligence interest. Records were maintained by Naval District Intelligence Offices and the Intelligence Offices of Force Commanders prior to 1961.		Permanent. Transfer to NARA immediately.	P	N1-NU-89-5 / 3800/5	
3800.10	GENERAL INTELLIGENCE RECORDS	10. SHIPWRECK and MARINE ARCHAEOLOGY FILES. Reports, surveys, charts, contact confirmations, reports of salvage activity, and similar documentation relating to sunken ships or Navy sponsored marine archaeological projects.		Permanent. Forward to the DNH (CNO (N098H)). DNH transfer to NARA when 50 years old.	P	N1-NU-89-5 / 3800/10	
3810.2a	INTELLIGENCE PLANNING AND MANAGEMENT RECORDS	2. INTELLIGENCE PLANNING RECORDS. Studies, plans and correspondence reflecting the development and establishment of DOD, Joint, DIA, and Navy operational immediate and long-range intelligence plans; war gaming; liaison with the Unified and Specified Commands. a. File maintained by the Director of Naval Intelligence (DNI).		Permanent. Retire to WNRC when cancelled, superseded, or no longer required. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3810/2/A	
3811.1a	ESTIMATES AND STUDIES RECORDS	1. INTELLIGENCE ESTIMATES RECORDS. Analyses of the intentions, capabilities, and vulnerabilities of foreign powers, developed for use in operational planning. File includes published estimates as well as estimate requirements, reviews of war plans, and correspondence relating to the improvement of intelligence support. a. Formal Intelligence Estimates Originated by ONI/MCIA.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA in 5-year blocks when 25 years old.	P	N1-NU-89-5 / 3811/1/A	
3890.1a	INTELLIGENCE PRODUCTION RECORDS	1. INTELLIGENCE REPORTS. Intelligence Reports (IR's) and Unevaluated Intelligence Information Reports (UIR's) received from military/defense attaches and other intelligence gathering activities. a. Navy-produced IR's and Naval Attaché Reports predating 1 January 1961 under the custody of ONI.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 35 years old.	P	N1-NU-89-5 / 3890/1/A	
3000-13	NCIS Counter-Intelligence - Major Investigations:	Investigation of actual, potential or suspected espionage, subversion, sabotage, treason, terrorism, defections by DON personnel involving collaboration or security issues or other major investigations or special inquiries of a counterintelligence nature. Includes requests for and results of polygraph examinations, forensic lab examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material.		PERMANENT: Cutoff at case closure. Transfer to the National Archives 50 years after cutoff.	X		
3850.2b(1)(a)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. b. Major CI investigations. Investigation of actual, potential or suspected espionage, subversion, sabotage, treason, terrorism, defections by DON personnel involving collaboration or security issues or other major investigations or special inquiries of a counterintelligence nature. Includes requests for and results of polygraph examinations, forensic lab examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Privacy Act: N05520-2 (1) Case files. (a) Paper records:		Permanent. Cut off at case closure. Retire to NCIS Records Management Division. If space is not available, retire to WNRC. Transfer to National Archives 50 years after case closure.	P	N1-NU-98-2 / 3850/2/B/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3850.2b(1)(b)2	COUNTER INTELLIGENCE (CI) RECORDS	<p>2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission.</p> <p>b. Major CI investigations. Investigation of actual, potential or suspected espionage, subversion, sabotage, treason, terrorism, defections by DON personnel involving collaboration or security issues or other major investigations or special inquiries of a counterintelligence nature. Includes requests for and results of polygraph examinations, forensic lab examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material.</p> <p>Privacy Act: N05520-2 (1) Case files. (b) Paper copy records that have been converted to microform: 2 Microform copy:</p>		<p>Permanent. NCIS will convert microform images to a medium (paper, magnetic tape, 3480-class tape cartridge or any other medium) and a format that meet the standards specified in Subchapter B or 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 50 years after case closure. Prior to the transfer National Archives and NCIS representative will determine the medium and format in which records will be transferred.</p>	P	N1-NU-98-2 / 3850/2/B/1/B/2	
3850.2b(1)(c)2	COUNTER INTELLIGENCE (CI) RECORDS	<p>2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission.</p> <p>b. Major CI investigations. Investigation of actual, potential or suspected espionage, subversion, sabotage, treason, terrorism, defections by DON personnel involving collaboration or security issues or other major investigations or special inquiries of a counterintelligence nature. Includes requests for and results of polygraph examinations, forensic lab examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material.</p> <p>Privacy Act: N05520-2 (1) Case files. (c) Paper copy and microform records that have been converted to electronic/optical images: 2. Electronic/optical image copy:</p>		<p>PERMANENT. Transfer to the National Archives 50 years after case closure. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.</p>	P	N1-NU-98-2 / 3850/2/B/1/C/2	
3850.2d(1)(a)	COUNTER INTELLIGENCE (CI) RECORDS	<p>2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission.</p> <p>d. Counterintelligence Special Operations. Information on requests and results of special operations such as counterespionage, counter subversion and counter sabotage or programs conducted by or with the Navy. Information is generally filed under the project indicator for specific operation or program. Included are correspondence, reports, plans and similar or related information and audiovisual products and requests for and results of oral, wire, and electronic intercepts. (Actual identity of source is in records contained under SSIC 3850, para. 2c)</p> <p>(1) Case files. (a) Paper records:</p>		<p>Permanent. Cut off upon completion of operation or program. Retire to NCIS Records Management Division. Transfer to National Archives 50 years after end of operations or program.</p>	P	N1-NU-98-2 / 3850/2/D/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3850.2d(1)(b)2	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. d. Counterintelligence Special Operations. Information on requests and results of special operations such as counterespionage, counter subversion and counter sabotage or programs conducted by or with the Navy. Information is generally filed under the project indicator for specific operation or program. Included are correspondence, reports, plans and similar or related information and audiovisual products and requests for and results of oral, wire, and electronic intercepts. (Actual identity of source is in records contained under SSIC 3850, para. 2c) (1) Case files. (b) Paper copy records that have been converted to microform. 2. Microform copy		Permanent. NCIS will convert microform images to a medium (paper, magnetic tape, 3480 class tape cartridge or any other medium) and a format that meet the standards specified in Subchapter B of 36 CFR Chapter XII before the transfer of the records to the National Archives' legal custody, which will take place 50 years after end of operation or program. Prior to the transfer National Archives and NCIS representative will determine the medium and format in which records will be transferred.	P	N1-NU-98-2 / 3850/2/D/1/B/2	
3850.2d(1)(c)2	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. d. Counterintelligence Special Operations. Information on requests and results of special operations such as counterespionage, counter subversion and counter sabotage or programs conducted by or with the Navy. Information is generally filed under the project indicator for specific operation or program. Included are correspondence, reports, plans and similar or related information and audiovisual products and requests for and results of oral, wire, and electronic intercepts. (Actual identity of source is in records contained under SSIC 3850, para. 2c) (1) Case files. (c) Paper copy and microform records that have been converted to electronic/optical images: 2. Electronic/optical image copy.		Permanent. Transfer to the National Archives 50 years after end of operation or program. At the time of transfer, NARA and NCIS will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform.	P	N1-NU-98-2 / 3850/2/D/1/C/2	
3000-14	Counter-intelligence - Training:	Information that relates to training for specific counterintelligence operations or special intelligence operations.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		
3875.1	COUNTERINTELLIGENCE RECORDS	1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to training for specific counterintelligence operations or special intelligence operations. Exclude investigator training.		Permanent. Retire to nearest FRC when cancelled or superseded. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3875/1	
3876.1	INTERROGATION/TRANSLATION RECORDS	1. TRAINING MATERIALS. Records described under SSIC 3870.2 that relate to the training in interrogation of prisoners of war and defectors. Exclude records of DOD sponsored Language Schools.		Permanent. Transfer to NARA when 10 years old.	P	N1-NU-89-5 / 3876/1	
3000-15	Prisoner-of-War (POW) and Detainee:	Includes records relating to enemy military personnel and civilians captured or interned by, or in the custody of U.S. Forces. Includes, but not limited to, roster lists, reports of capture and internment, detention facility logs, reports of injury, status reports, status inquiries, Missing in Action (MIA) reports, administrative review proceedings, and intelligence interrogation.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	x		
3460.3b	CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS	3. PRISONER OF WAR (PW) AND CIVILIAN INTERNEE (CI)/DETAINEE RECORDS. Includes records relating to enemy military personnel and civilians captured or interned by, or in the custody of U.S. Forces. b. PW/CI Roster Lists and Strength Records. Roster lists identifying PW's and CI's assigned and attached to Navy or Marine Corps detention facilities and documentation concerning personnel gains or losses to population.		Permanent. Retire to WNRC when facility is disestablished. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3460/3/B	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3460.3c	CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS	3. PRISONER OF WAR (PW) AND CIVILIAN INTERNEE (CI)/DETAINEE RECORDS. Includes records relating to enemy military personnel and civilians captured or interned by, or in the custody of U.S. Forces. c. PW/CI Detention Facility Logs. A watch to watch chronological account of significant events of the facility. Included are PW/CI complaints, incidents, deaths, injuries, investigations and final action taken on PW/CI complaints, inspection visits, escapes, and attempted escapes.		Permanent. Retire to WNRC when facility is disestablished. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3460/3/C	
3461.1	PRISONERS OF WAR (POW) RECORDS	1. INDIVIDUAL U.S. PRISONER OF WAR JACKETS. File includes reports of capture and internment received from foreign power; reports of injury, death, escape, apprehension and location; official change of status reports, e.g., from MIA to POW; intelligence reports; and inspection reports received from the International Committee of the Red Cross or other neutral agency.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3461/1	
3461.2	PRISONERS OF WAR (POW) RECORDS	2. STATUS INQUIRY FILES. Letters and other forms of communications requesting information on the status of U.S. POWs and MIAs received from next of kin, Government agencies, Protecting Powers, and the International Committee of the Red Cross.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3461/2	
3461.3	PRISONERS OF WAR (POW) RECORDS	3. POW/MIA INTELLIGENCE FILES. Reports and other documents relating to or containing information about personnel designated as Missing in Action or recovered from hostile control. Included are intelligence and counterintelligence debriefings.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3461/3	
3462.4a	DETAINEE RECORDS	4. Detainee Administrative Proceedings Records. Consists of records of the United States Department of Defense (organs) and other U.S. government agencies responsible for administering Combatant Status Review Tribunals (CSRTs), and for those detainees deemed to be enemy combatants, annual Administrative Review Boards (ARBs) and other periodic review proceedings. The proceedings assess the threat level posed by detainees held by U.S. military forces and make recommendations as to whether the U.S. needs to hold them in continued detention. a. Status Determination Proceedings. Files contain all records of proceedings of administrative determination of detainee combatant status for the purpose of law of war detention, including transcripts, exhibits, video and audio recordings, decision documents and required sufficiency reviews.		PERMANENT. Cutoff at close of proceedings. Transfer to the National Archives 25 year(s) after cutoff.	Permanent	DAA-0428-2012-0002-0001	
3462.4b	DETAINEE RECORDS	4. Detainee Administrative Proceedings Records. Consists of records of the United States Department of Defense (organs) and other U.S. government agencies responsible for administering Combatant Status Review Tribunals (CSRTs), and for those detainees deemed to be enemy combatants, annual Administrative Review Boards (ARBs) and other periodic review proceedings. The proceedings assess the threat level posed by detainees held by U.S. military forces and make recommendations as to whether the U.S. needs to hold them in continued detention. b. Administrative Review Proceedings. Files contain all records of proceedings of administrative reviews of a detainee's continued law of war detention including transcripts, exhibits, video and audio recordings, decision documents and required sufficiency reviews.		PERMANENT. Cutoff at close of proceedings. Transfer to the National Archives 25 year(s) after cutoff.	Permanent	DAA-0428-2012-0002-0002	
3462.4c	DETAINEE RECORDS	4. Detainee Administrative Proceedings Records. Consists of records of the United States Department of Defense (organs) and other U.S. government agencies responsible for administering Combatant Status Review Tribunals (CSRTs), and for those detainees deemed to be enemy combatants, annual Administrative Review Boards (ARBs) and other periodic review proceedings. The proceedings assess the threat level posed by detainees held by U.S. military forces and make recommendations as to whether the U.S. needs to hold them in continued detention. c. Working Files. Working documents including all drafts, notes, and other similar working papers accumulated in preparation for, and the conducting of, all detainee administrative proceedings.		PERMANENT. Cutoff at close of proceedings. Transfer to the National Archives 25 year(s) after cutoff.	Permanent	DAA-0428-2012-0002-0003	
3000-16	Strategic Programs:	Strategies underlying the procurement, limitations, operations, and possible use of strategic and theater nuclear forces; reviews of strategic retaliatory and defense forces, nuclear weapons requirements, and strategic arms control measures; and prepared summaries of alternative programs in terms of effectiveness, feasibility and cost.		PERMANENT: Cutoff at end of x calendar year. Transfer to the National Archives 25 years after cutoff.			
3050.1a	NAVAL STRATEGY RECORDS	1. STRATEGIC PROGRAMS FILES. Strategies underlying the procurement, limitations, operations, and possible use of strategic and theater nuclear forces; reviews of strategic retaliatory and defense forces, nuclear weapons requirements, and strategic arms control measures; and prepared summaries of alternative programs in terms of effectiveness, feasibility and cost. a. Special Weapons and Support. Analyses of nuclear, biological, and chemical weapons systems; quantitative requirements and technical development, including Department of Energy and Defense Nuclear Agency costs; and inputs to contingency plans and alternate policies.		Permanent. Retire to WNRC 5 years after supersession. Transfer to NARA 20 years after retirement.	P	N1-NU-89-5 / 3050/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3050.1b	NAVAL STRATEGY RECORDS	1. STRATEGIC PROGRAMS FILES. Strategies underlying the procurement, limitations, operations, and possible use of strategic and theater nuclear forces; reviews of strategic retaliatory and defense forces, nuclear weapons requirements, and strategic arms control measures; and prepared summaries of alternative programs in terms of effectiveness, feasibility and cost. b. Strategic Planning and Arms Limitations. Support for strategic arms limitation talks (SALT); broad policy studies on arms control issues; detailed analyses of present and future U.S./USSR strategic capabilities; studies of impact on alternate limits on strategic forces; and balance studies on SALT related issues.		PERMANENT. Retire to WNRC 5 years after supersession. Transfer to NARA 20 years after retirement.	P	N1-NU-89-5 / 3050/1/B	
3050.1c	NAVAL STRATEGY RECORDS	1. STRATEGIC PROGRAMS FILES. Strategies underlying the procurement, limitations, operations, and possible use of strategic and theater nuclear forces; reviews of strategic retaliatory and defense forces, nuclear weapons requirements, and strategic arms control measures; and prepared summaries of alternative programs in terms of effectiveness, feasibility and cost. c. Strategic Forces. Analyses of U.S. strategic force postures and requirements including continental air defense, ballistic missile defense, civil defense, space defense, strategic command and control, warning and surveillance, and U.S. bomber survivability. Studies and evaluations of alternative force postures, summaries of alternative programs for decisions on strategic defensive and command, control, and surveillance forces, including characteristics, effectiveness, costs, and alternatives to meet strategic objectives.		Permanent. Retire to WNRC when superseded. Transfer to NARA 20 years after transfer.	P	N1-NU-89-5 / 3050/1/C	
3401.1	NUCLEAR RECORDS	1. PRIMARY PROGRAM RECORDS. Records implement the responsibilities of the OCNO (Plans, Policy, and Operations) (M3/N5) with regard to strategic and theater nuclear warfare; planning and policy functions for SECNAV and CNO in matters relating to strategic and theater nuclear warfare, including nuclear capable forces; development of concepts, requirements, objectives and doctrines for nuclear weapons systems and authoritative planning guidance on such matters; coordination of the development of planning within the strategic and theater nuclear warfare task areas and warfare task sponsors for strategic nuclear forces; development of Navy positions on all matters concerning strategic arms limitations and other nuclear warfare-related negotiations, including strategic ASW; provisions for the analytic basis for the appraisal of existing, programmed, and potential nuclear weapons systems as to their effectiveness, capabilities, employment, and application; and assessment, in cooperation with other warfare and program sponsors, of the ability of naval forces to fulfill missions in a nuclear war.		Permanent. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3401/1	

3000-17	Status of Forces and Readiness:	Information concerning the employment and movements of naval units and changes of material and operational readiness status. Includes, but not limited to, records of fleet level exercises, summary physical readiness reports, and status of forces consolidated history file.		PERMANENT: Cutoff at end of x calendar year. Transfer to the National Archives 25 years after cutoff.			
3092.1b	NAVY OPERATIONS SUPPORT SYSTEM (OSS)	1. GENERAL. System tracks the employment and movements of Naval Units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other Navy Units, essential data on port visits, and changes to the conditions of readiness under which the units operate and global positioning information. The system is maintained by the SPAWAR. System input received from Navy Status of Forces file and Positional Processing System. b. Global Positioning Information Files.		DO NOT DESTROY. Disposition is not Authorized.	P	DO NOT DESTROY	
3500.1a	GENERAL TRAINING AND READINESS RECORDS	1. EXERCISE AND WAR GAMES REPORTS. Operations orders, letters of instructions, post exercise analysis, interim and final reports. a. Records of Fleet Level Exercises and War Games Maintained by the Fleet Tactical Library (NAVTAUSSUPACT).		Permanent. Retire to WNRC when 12 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3500/1/A	
3500.2a	GENERAL TRAINING AND READINESS RECORDS	2. AIR RESERVE READINESS REPORTS. Reports show units, state of readiness, personnel strength, qualifications, and aircraft data. a. Summary Physical Readiness Reports. Summary Report prepared by the Commanding Officer Naval Air Reserve Force.		Permanent. Retire to FRC Fort Worth when 2 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3500/2/A	
3503.1	NAVY STATUS OF FORCES/CONSOLIDATED HISTORY FILES	1. Navy Status of Forces/Consolidated History File. System tracks the employment and movements of naval units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other naval units, Casualty Reports (CASREPS), essential data on port visits, and changes to the conditions of readiness under which the units operate. The system is maintained by the Navy Command Center in the Office of the Chief of Naval Operations (OPNAV).		Permanent. Transfer annually to NARA when 5 years old.	P	N1-NU-89-5 / 3503/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000-18	Mobilization:	Historical documentation regarding past National, Navy and USMC Mobilization Evolutions.		PERMANENT: Cutoff at end of calendar year. Transfer to NHHC at cutoff. Transfer to the National Archives 50 years after cutoff.	x		
3060.1	MOBILIZATION RECORDS	1. HISTORICAL Documentation/Files regarding past National, Navy and USMC Mobilization Evolutions.		Permanent. Forward to DMH when no longer required. DNH transfer to NARA when 50 years old.	P	N1-NU-89-5 / 3060/1	
3000-19	Emergency and Disaster-Relief Planning:	Information relating to military assistance in the event of an emergency or natural disaster. Includes, but not limited to, planning for and providing military assistance to civil authorities as a result of emergency conditions resulting from civil unrest, violation of federal law, natural disaster, and emergency conditions that may result from enemy attack.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	x		
3005.1	CIVIL DEFENSE RECORDS	1. EMERGENCY PLANNING RECORDS of the Office of the Assistant Secretary of the Navy for Manpower And Reserve Affairs (ASN(M&RA)) and OPNAV. Documents relating to planning for and providing military assistance to civil authorities as a result of emergency conditions resulting from civil unrest, violation of federal law, natural disaster, and emergency conditions that may result from enemy attack. Includes consolidated or summary reports of tests conducted under emergency civil defense plans.		Permanent. Retire to WNRG when files become inactive. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3005/1	
3005.5a	CIVIL DEFENSE RECORDS	5. EMERGENCY REPORTING FILES. Correspondence, messages, reports and related records that document assistance provided by the Department of the Navy (DON) to civil authorities as a result of civil unrest, violation of Federal law, and civil defense emergencies and other emergency conditions except natural disaster operations. Include initial, daily, interim, and final operations reports. a. Special Events Folders maintained by CNO (N3/5) in the Navy Command Center.		Permanent. Forward annually to the Director of Naval History (DNH) CNO (N09BH). DNH transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3005/5/A	
3006.1a	NATURAL DISASTER CONTROL RECORDS	1. NATURAL DISASTER RELIEF OPERATIONS REPORTING FILES. Correspondence, reports, messages, and related records that document DON response to natural disasters and other humanitarian relief efforts. Include damage estimates, initial and interim situation reports, and final reports. a. Special Events Folders maintained by CNO (N3/5) in the Navy Command Center.		Permanent. Forward annually to the DNH, CNO (N09BH). DNH transfer to NARA when 30 years old.	P	N1-NU-89-5 / 3006/1/A	
3010.4	OPERATING PLANS RECORDS	4. CONTINUITY OF OPERATIONS PLANS (STANDARD OPERATING PLANS) ISSUED BY FLEET AND FORCE LEVEL COMMANDS. Include standard 1-YR Plans.		Retire Plans with Fleet Command (Flag) Files under SSIC 3100.1 of this manual.	P	N1-NU-89-5 / 3010/4	
3440.1a	DISASTER CONTROL RECORDS	1. PRIMARY PROGRAM RECORDS. a. CNO Files. Files document the establishment, development, and implementation of policies, plans, and programs for Navy disaster preparedness. Exclude Emergency Planning records retired under SSIC 3005.1.		Permanent. Transfer to WNRG when 4 years old. Offer to NARA when 20 years old.	P	N1-NU-89-5 / 3440/1/A	
3000-20	Aircraft Accident Reports:	Original reports and endorsements. Reports required by OPNAVINST 3750.6. Series maintained by the Navy Safety Center, Norfolk, VA.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		
3750.1a	FLIGHT SAFETY AND ACCIDENT ANALYSIS RECORDS	1. AIRCRAFT ACCIDENT REPORTS (CLASS A AND B). a. Original reports and endorsements. Reports required by OPNAVINST 3750.6 series maintained by the Navy Safety Center, Norfolk, VA.		Permanent. Navy Safety Center transfer in microform to DNH when 20 years old. DNH transfer to NARA when no longer required for reference use.	P	N1-NU-89-5 / 3750/1/A	
3000-21	Shipping Logs	Information relating to the control and analysis of shipping. Includes, but not limited to, shipping logs, analysis sheets, sailing orders, routing instructions, and convoy formation diagrams.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	x		
3170.3c	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. c. Ship Cards or Other Log Records of Serial Numbers of Routing Instructions.		Permanent. Retire to nearest FRC upon disestablishment. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3170/3/C	
3170.3d	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. d. Commodore Analysis Sheets. Official analysis sheets held by originating naval control of shipping office.		Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3170/3/D	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3170.3e	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. e. Convoy Master Sheets. Records held by originating naval control of shipping office.		Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3170/3/E	
3170.3f	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. f. Sailing Orders Folders. Official record copies held by originating naval control of shipping office.		Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3170/3/F	
3170.3g	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. g. Routing Instructions. Official record copies of routing instructions convoy formation diagrams and routing instruction envelopes maintained by originating naval control of shipping office.		Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3170/3/G	
3170.3h	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. h. Secret Naval and Merchant Vessel Logs.		Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3170/3/H	

3300-22	Research, Development, Test, and Evaluation (RDT&E) - Significant Projects:	Information concerning major laboratories and other activities whose primary function is research and development or testing. Includes, but not limited to, project case files, technical reports, technical notes, technical memorandums, final drawings and specifications, test procedures, research publications, and records of significant achievement.		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	x		
3900.1b(1)	GENERAL RDT&E RECORDS	1. PRIMARY PROGRAM RECORDS. b. Files and other records of major laboratories and other activities whose primary function is research and development or testing. (1) Official laboratory correspondence filed by Navy Filing Manual accumulated prior to 1959.		Permanent. Transfer to NARA when 25 years old after declassification review.	P	N1-NU-05-1 / 3900/1/B/1	
3900.1b(2)(a)	GENERAL RDT&E RECORDS	1. PRIMARY PROGRAM RECORDS. b. Files and other records of major laboratories and other activities whose primary function is research and development or testing. (2) Official laboratory correspondence filed by SSIC code accumulated after 1959. (a) SSIC 3900-3999		Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 25 years old after declassification review.	P	N1-NU-05-1 / 3900/1/B/2/A	
3900.1b(4)	GENERAL RDT&E RECORDS	1. PRIMARY PROGRAM RECORDS. b. Files and other records of major laboratories and other activities whose primary function is research and development or testing. (4) Historically valuable files of scientists and lab administrators. Those materials collected by an individual scientist and considered to document the significant achievements of an individual scientist who is the recipient of national or international recognition for his work and files maintained by high ranking lab administrators (Division Directors and above) that contain unique information concerning significant activities and accomplishments of the lab. Selection is to be made by the Laboratory Director of Research or other knowledgeable Navy Officials. All non-selected materials are covered by SSIC 3900.1b(3) of this manual.		Permanent. Cut off upon the retirement of the scientist or administrator and retire to FRC 5 years after cutoff. Transfer to NARA 25 years after cutoff, after declassification review.	P	N1-NU-05-1 / 3900/1/B/4	
3900.5a	GENERAL RDT&E RECORDS	5. PROJECT CASE FILES Files maintained by Project Managers at laboratories and other activities responsible for research and development functions. Included are project authorization documents; project cards; technical characteristics; laboratory notebooks test and trial results; drawings, specifications and photographs considered essential to document designs, modification and engineering development; all technical and progress reports (including reports received from contractors); notices of completion; and correspondence influencing the direction or course of action taken on a project. a. Historically significant projects. Projects considered (1) Significant by virtue of receipt of a national or international award of merit, (2) Leading to a significant scientific accomplishment having wide ranging and long term benefits both to the Navy and to mankind or (3) Are the result of an important international, inter-agency or joint Federal/non-Federal cooperative effort. Selection is to be made by subject experts at each Navy R&D facility prior to retiring inactive records to FRCs.		PERMANENT. Navy will conduct an annual review of the projects to identify significant projects when the projects are ten years old. Place in inactive project file upon termination or completion. Identify as Significant Historical Project before retiring to nearest FRC. Transfer to NARA when 30 years old after declassification review.	P	N1-NU-05-1 / 3900/5/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3900.6a	GENERAL RDT&E RECORDS	<p>6. PROGRAM MANAGERS CASE FILES. Case files maintained by Headquarters and System Commands sponsors related to R&D projects, including the management of contracted R&D functions. For projects carried out by Navy labs, files include records similar to those included under SSIC 3900.5. In the case of contracted functions, the files include proposals, evaluations, non-award documentation, award notices, procurement requests, contracts and any other documentation which may relate to the contract. EXCLUDE one copy of each final report to be maintained under SSIC 3900.12 of this manual.</p> <p>a. Historically significant projects. Projects considered (1) Significant by virtue of receipt of a national or international award of merit, (2) Leading to a significant scientific accomplishment having wide ranging and long term benefits both to the Navy and to mankind or (3) Are the result of an important international, inter-agency or joint Federal/non-Federal cooperative effort. Selection is to be made by subject experts at each Navy Headquarters or systems command office prior to retiring inactive records to FRCs.</p>		PERMANENT. Navy will conduct an annual review of the projects to identify significant projects when the projects are ten years old. Place in inactive project file upon termination or completion. Identify as Significant Historical Project before retiring to nearest FRC. Transfer to NARA when 30 years old after declassification review.	P	N1-NU-05-1 / 3900/6/A	
3900.12a	GENERAL RDT&E RECORDS	<p>12. TECHNICAL REPORT FILES. Published Technical Reports (TR), Technical Notes (TN), Technical Memorandum (TM), (Or unpublished manuscript of these reports) prepared in connection with a project or task. These reports summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data. Include published bibliographies and reports received from contractors. SUBMIT TWO COPIES TO PROJECT SPONSOR.</p> <p>a. Official Record Copy. Original copy received by project sponsor at Headquarters or Systems command.</p>		Permanent. Cut off annually and retire to FRC when no longer needed for reference. Transfer to NARA in 5 year blocks when 25 years old after declassification review.	P	N1-NU-05-1 / 3900/12/A	
3900.12f	GENERAL RDT&E RECORDS	<p>12. TECHNICAL REPORT FILES. Published Technical Reports (TR), Technical Notes (TN), Technical Memorandum (TM), (Or unpublished manuscript of these reports) prepared in connection with a project or task. These reports summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data. Include published bibliographies and reports received from contractors. SUBMIT TWO COPIES TO PROJECT SPONSOR.</p> <p>f. Record set, Naval Research Laboratory. All final reports, at all classification levels, of R&D projects, maintained in chronological order.</p>		Permanent. Transfer to the National Archives in 5 year blocks when the newest report is 50 years old, after declassification review.	P	N1-NU-05-1 / 3900/12/F	
3900.14a	GENERAL RDT&E RECORDS	<p>14. DRAWINGS AND SPECIFICATIONS FILES. Drawings and specifications design, test procedures, and technical characteristics of items developed. The drawings show, in visual form, the mechanical and physical characteristics of the items developed and the specifications explain these characteristics in detail. These are essential for production and servicing of the item developed and for modification, redesign, or continuing research on the item or related items.</p> <p>a. Completed set of original drawings and related specifications.</p>		Transfer to Product Life Cycle Manager or SYSCDM as directed by project sponsor upon completion of project.	P	N1-NU-89-5 / 3900/14/A	
3900.14b	GENERAL RDT&E RECORDS	<p>14. DRAWINGS AND SPECIFICATIONS FILES. Drawings and specifications design, test procedures, and technical characteristics of items developed. The drawings show, in visual form, the mechanical and physical characteristics of the items developed and the specifications explain these characteristics in detail. These are essential for production and servicing of the item developed and for modification, redesign, or continuing research on the item or related items.</p> <p>b. One copy of final product drawings and specifications.</p>		File with Project Case File under SSIC 3900.5 of this manual.	P	N1-NU-89-5 / 3900/14/B	
3970.1	DEVELOPMENT T&E (DT&E) RECORDS	<p>DT&E is that T&E conducted throughout various phases of the acquisition process to insure the acquisition and fielding of an effective and supportable system by assisting in the engineering design and development and verifying attainment of technical performance specifications, objectives, and supportability. DT&E is planned and conducted by the developing agency, usually a SYSCDM</p> <p>1. DEVELOPMENT T&E PROJECT CASE FILES. Records include test plans, interim and final reports, associated summary data annexes, and project-related correspondence. Files are usually maintained by Program Managers.</p>		Permanent. Retire to WWRC when 5 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3970/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3980.2	OPERATIONAL T&E (OT&E) RECORDS	OT&E is that T&E conducted to determine a systems operational effectiveness and operational suitability, identify system deficiencies and the need for potential modifications to meet established OT&E thresholds, and develop tactics. OT&E is conducted under the direction of COMOPTEVFOR. Included in this section are records of IOT&E, Follow-on Operational Test and Evaluation (FOT&E), and Operational Evaluations (OPEVALS). 2. OT&E PROJECT CASE FILES. Records include test plans, interim and final reports, associated summary data annexes, and project-related correspondence. Where applicable the file should contain Development Options Papers, Tentative Operational Requirements, Operational Requirements, Mission-Need Statement, Top-level Requirements, Systems Concept Paper, Decision Coordination Paper, Program Element Descriptive Summary, Congressional Data Sheet, Computer Resources Life Cycle Management Plan, Quick Look Report, Vulnerability Assessments, Deficiency Letters, and similar documents. This series may be retired and transferred to NARA in archival microform. Original documents may be destroyed after verification of the microform copy.		Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3980/2	
3980.5	OPERATIONAL T&E (OT&E) RECORDS	OT&E is that T&E conducted to determine a systems operational effectiveness and operational suitability, identify system deficiencies and the need for potential modifications to meet established OT&E thresholds, and develop tactics. OT&E is conducted under the direction of COMOPTEVFOR. Included in this section are records of IOT&E, Follow-on Operational Test and Evaluation (FOT&E), and Operational Evaluations (OPEVALS). 5. OPTEVFOR TACTICS GUIDES (OTG). Publications issued by COMOPTEVFOR, which provides baseline tactics for operational employment of new weapons systems.		Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	P	N1-NU-89-5 / 3980/5	
3000-23	Conceptual Papers - Manpower:	Files define strategic issues related to force employment, force characteristics, and force level which could have specific impact upon naval strategies.		PERMANENT: Cutoff at end of x calendar year. Transfer to the National Archives 25 years after cutoff.			
3054.1	FORCE EMPLOYMENT RECORDS	1. CONCEPTUAL PAPERS. Files define strategic issues related to force employment which could have specific impact upon naval strategies.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3054/1	
3055.1	FORCE CHARACTERISTICS RECORDS	1. CONCEPTUAL PAPERS. Files define strategic issues related to force characteristics, which could have specific impact upon naval strategies.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3055/1	
3056.1	FORCE LEVEL RECORDS	1. CONCEPTUAL PAPERS. Files define strategic issues related to force level planning which could have specific impact upon naval strategies.		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	P	N1-NU-89-5 / 3056/1	
3000-24	Astronomy and Oceanography:	Information relating to the history of and research into hurricanes, typhoons, or other storms, ice formulation, meteorological and other weather or related phenomena; records related to meteorological equipment and materials research. Includes, but not limited to, reports, research data, photographs, publications, professional scientific papers, and other supporting papers.		PERMANENT: Cutoff at end of x calendar year. Transfer to the National Archives 10 years after cutoff.			
3140.3	NAVAL OCEANOGRAPHY PROGRAM RECORDS	3. WEATHER PHENOMENA RECORDS. Files documenting the history of and research into hurricanes, typhoons, or other storms, ice formulation, meteorological and other weather or related phenomena; records related to meteorological equipment and materials research. Consists of reports, research data, photographs, and other supporting papers.		Permanent. Transfer to NARA when 5 years old.	P	N1-NU-07-7 / 3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3145.	INFORMATION PRODUCTS	<p>INFORMATION PRODUCTS. Operational support products and databases may include geospatial information and systems (GIS) products, and environmental analyses, etc. Also included are information products disseminated via web interface.</p> <p>Records may include climatologically information, seafloor datasets, Digital Bathymetric Data Base (DBDB-V) Variable resolution, Tactical Electronic Charts and Overlays (TECO), other raster products, GISP database (storehouse for imagery analysis, Derived Bathymetry, Terrain Categorization, Geospatial Vector products, Two-Color Multi-View, AGI Derived Essential Elements of Information), Shallow Water Bathymetry Collections Database, Commercial Imagery Collections Database, 3D Fly-through, charts (Geotiff, PDF, Published Chart Imagery/Internet Viewable/Thinned), other vector products, Bathymetric Navigation Planning Chart (BNPC), Tactical Ocean Data - Level 2 (TOD2), digital charts, Hydro Reconnaissance Chart Database, SSBN - Quick Look Reports, Digital Nautical Chart (DNC) updates, field charts, (hardcopy, PDF printable images, GEOTIF Images, GIS placeable in decimal degrees, WGS-84), Smooth Sheets, and validated field data provided to other agencies and host countries by prior agreement.</p>		Transfer to National Archives when 5 years old.	P	N1-NU-07-7 / 13	
3160.2	GENERAL ASTRONOMICAL AND CHRONOMETRIC SUPPORT RECORDS	2. Professional Scientific Papers of Astronomers.		Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 10 years old.	P	N1-NU-89-5 / 3160/2	
3161.1	OBSERVATIONS/MEASUREMENTS	1. Photographic plates from all Naval Observatory telescopes, including the PZT, 26", 40" and 61" as well as older plates from telescopes no longer in operation.		Permanent. Transfer to NARA when 10 years old.	P	N1-NU-89-5 / 3161/2	
3161.2	OBSERVATIONS/MEASUREMENTS	2. Computer hardcopy, disk and tape output from astrometric, photometric, or spectroscopic observations, containing original raw data acquired through observation or measurement, whether manually or by data acquisition systems.		DO NOT DESTROY. Disposition is not Authorized.	P	DO NOT DESTROY	
3163.1	DATA ANALYSIS	1. Computer hardcopy, tape and disk output resulting from photographic plate measurement.		DO NOT DESTROY. Disposition is not Authorized.	P	DO NOT DESTROY	
3163.2	DATA ANALYSIS	2. Computer hardcopy, tape and disk output resulting from reduction and analysis of transit circle observations.		DO NOT DESTROY. Disposition is not Authorized.	P	DO NOT DESTROY	
3163.3	DATA ANALYSIS	3. Hardcopy or computer records relating to all other Naval Observatory telescopes.		DO NOT DESTROY. Disposition is not Authorized.	P	DO NOT DESTROY	
3164.	DATA ANALYSIS	DATA PREDICTION. Correspondence, reports and other papers documenting procedures for data prediction, as well as computer files related to prediction.		DO NOT DESTROY. Disposition is not Authorized.	P	DO NOT DESTROY	
3165.	INFORMATION PRODUCTS	<p>INFORMATION PRODUCTS</p> <p>THESE ARE PUBLISHED RECORDS OF FINAL PRODUCTS, INCLUDING PUBLICATIONS OF THE NAUTICAL ALMANAC OFFICE (SUCH AS THE ASTRONOMICAL ALMANAC), TIME SERVICE AND ASTROMETRY DEPARTMENTS WIDELY DISSEMINATED THROUGH THE GOVERNMENT, SCIENTIFIC COMMUNITY AND THE PUBLIC. PUBLICATIONS INCLUDE NAUTICAL, AIR, AND ASTRONOMICAL ALMANACS, ASTRONOMICAL PHENOMENA, THE ALMANAC FOR COMPUTERS, TIME SERVICE ANNOUNCEMENTS, AND NUMEROUS AIDS FOR NAVIGATORS, ASTRONOMERS, AND GEODISTS. EXCLUDE SCIENTIFIC PAPERS FILED UNDER SSIC 3160.2 OF THIS MANUAL.</p>		Permanent. Retire copy of all publications to WNRC annually. Transfer to NARA when 5 years old.	P	N1-NU-89-5 / 3165	
3168.1	DATA/INFORMATION ARCHIVING	1. Computer printouts, tapes and disks containing final data for astrometry, time service, and general astronomy.		DO NOT DESTROY. Disposition is not Authorized.	P	DO NOT DESTROY	
3000-25	NCIS Counterintelligence - Operations	<p>Information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; investigative and informational data documenting other types of investigations or activities consistent with NCS' mission; information containing data about individuals who have been used as sources of CI information by Navy; details on use or activities of source which are necessary to confirm operational use of source, or future claims against Navy by source or heirs of source.</p> <p>Note: Comply with all applicable Director of National Intelligence (DNI) IC Directives (ICD). This schedule item pertains to records not controlled by a DNI ICD.</p>		TEMPORARY: Cutoff at case closure. Destroy 75 years after cutoff.	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3850.2c(1)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. c. Counterintelligence Sources. Information containing data about individuals who have been used as sources of CI information by Navy; details on use or activities of source which are necessary to confirm operational use of source, or future claims against Navy by source or heirs of source. Included are agreements, contract, information reports, financial reports, audiovisual products and related information. (1) Case files.		Cut off at case closure. Destroy record copy of case file 75 years after case closure.	75	N1-NU-98-2 / 2/C/1	
3850.2k(1)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. k. Foreign National Marriages. Investigations involving marriage between DON personnel and foreign nationals. (1) Investigations containing significant derogatory material.		Cut off at case closure. Transfer to NCIS Records Management Division. Destroy 5 years after case closure.	7	N1-NU-98-2 / 3850/2/K/1	
3850.2l(1)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. l. Visa Applicants. Investigations to determine the eligibility for a visa to enter the United States of foreign national spouses of DON employees. (1) Investigations containing significant derogatory material.		Cut off at case closure. Transfer to NCIS Records Management Division. Destroy 5 years after case closure.	7	N1-NU-98-2 / 3850/2/L/1	
3850.2m	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. m. Technical Inspections and Surveys. Inspections to determine the efficiency of security measures and surveys to determine the measures necessary to protect a command, installation, or site from penetration for purpose of technical surveillance. Also includes related information such as requests for inspections and surveys.		Destroy when 5 years old.	7	N1-NU-98-2 / 3850/2/M	
3850.2o	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. o. Local Security and Special Inquiries. Files documenting inquiries conducted concerning US persons and foreign nationals for base access or employment purposes.		Destroy 5 years after inquiry closure.	7	N1-NU-02-2 / 3	
3850.2q	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. q. Special Analytical Reports. Consists of products requiring less detailed analysis than assessment products (SSIC 3850.2h) and analytical products tailored to meet specific questions from senior decision-makers. Projects include items such as the Criminal Intelligence Briefs, Special Analytical Reports, Technology Protection reports, and other similar reports.		Delete when 4 years old, or when no longer needed, whichever is longer.	7	N1-NU-08-3-1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3850.2r	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. r. Analytical Summaries. Consists of one-time and recurring reports, typically of a perishable nature, which are typically designed to provide customers with timely CI/CT information. Includes products such as the Security Bulletins, NCIS Items of Interest, Daily Suspicious Incident Summary (DSIS), NCIS Daily Threat Summary, Current Threat Stream Matrix, and other similar summaries.		Delete when 4 years old, or when no longer needed, whichever is longer.	7	N1-NU-08-3-2	
3850.2s	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. s. Targeting Package Records. Consists of analytical products that provide as much information as may be available on a particular topic, typically an individual or facility.		Delete when 4 years old, or when no longer needed, whichever is longer.	7	N1-NU-08-3-3	
3850.2t	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. t. Collections Support Products. Consists of a collection of products designed to drive collection activities in order to fill information gaps. Includes Intelligence Information Report (IRR) (NCIS copy), Reports (NCIS copies), IRR Evaluations, Collection Emphasis, Source Directed Requirements (SDR), Notices of Intelligence Potential (NIP) and similar products.		Delete when 4 years old, or when no longer needed, whichever is longer.	7	N1-NU-08-3-4	
3850.2u	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. u. Special Products. Consists of products that cover a wide variety of products not covered in the other categories. Includes senior management briefings (Director's Briefs, MTAC Briefs, COAT Briefs, Pre-Deployment Briefs, and Force Protection Briefs), Spot Reports, Blue Darts, NCIS Country Referent Handbooks and other similar products.		Delete when 4 years old, or when no longer needed, whichever is longer.	7	N1-NU-08-3-5	
3000-26	Data Analysis	Operational analysis, Office Bathymetry Validation Area Based Editor files (.PFM), SABRE files, Fledermaus/cube files, surfaces, BHPP files, hydrographic product creation, Carls files, Smooth Sheet history report, and sounding data in various formats shared with other agencies and used in various NAVOCEANO products (edited area based editor files (PFM), validated multibeam GSF files, final thinned XYZ files, Bathymetric Attributed Gridded Surfaces (BAGS), and Smooth Sheets.		TEMPORARY: Cutoff at end of calendar year. Destroy 75 years after cutoff.	x		
3143.1	DATA ANALYSIS RECORDS	1. Operational analysis, Office Bathymetry Validation Area Based Editor files (.PFM), SABRE files, Fledermaus/cube files, surfaces, BHPP files, hydrographic product creation, Carls files, Smooth Sheet history report, and sounding data in various formats shared with other agencies and used in various NAVOCEANO products (edited area based editor files (PFM), validated multibeam GSF files, final thinned XYZ files, Bathymetric Attributed Gridded Surfaces (BAGS), and Smooth Sheets.		Destroy when 75 years old unless needed longer for reference.	75	N1-NU-07-7/8	
3000-27	Aviation Training Jackets	A comprehensive record of Basic and Advanced Training of Naval Aviators. Records are maintained by the Chief of Naval Air Training (CNATRA) at headquarters in Corpus Christi, TX. (Note: Pre 1977 ATF's have been retired to ERC Atlanta, GA.)		TEMPORARY: Cutoff at end of calendar year. Destroy 50 years after cutoff.	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3760.12	FLIGHT RECORDS AND REPORTS	12. AVIATION TRAINING JACKETS (ATJ's). A comprehensive record of Basic and Advanced Training of Naval Aviators. Records are maintained by the Chief of Naval Air Training (CNATRA) at headquarters in Corpus Christi, TX. (Note: Pre 1977 ATJ's have been retired to FRC Atlanta, GA.)		Retire to FRC Fort Worth, TX 2 years after completion of advanced training. Destroy when 50 years old. Navy may transfer jacket to individual aviator when he/she retires or is released from active/reserve duty. Inactive aviators must submit requests for their ATJ's in writing to CNATRA.	75	N1-NU-89-5 / 3760/12	
3000-28	Prisoner-of-War (POW) and Detainee - Individual Jackets:	Individual personnel jackets maintained by detaining authority on enemy PW's and CI's. Record includes questionnaires, correspondence, clinical records, records of impounded personal effects and currency, and reports of injury, escape, apprehension, death and punishments.		TEMPORARY: Cutoff at end of calendar year. Destroy 50 years after cutoff.	x		
3460.3d	CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS	3. PRISONER OF WAR (PW) AND CIVILIAN INTERNEE (CI)/DETAINEE RECORDS. Includes records relating to enemy military personnel and civilians captured or interned by, or in the custody of U.S. Forces. d. Individual PW/CI Jackets. Individual personnel jackets maintained by detaining authority on enemy PW's and CI's. Record includes questionnaires, correspondence, clinical records, records of impounded personal effects and currency, and reports of injury, escape, apprehension, death and punishments.		Retire to WNRC when detention facility is disestablished. Destroy when 50 years old.	30	N1-NU-89-5 / 3460/3D	
3000-29	Prisoner-of-War (POW) and Detainee - Detention Facilities Administration:	Information relating to the administration of Navy and Marine Corps detention facilities. Includes Departmental policy directives, command implementing instructions, facility routine, rules of conduct for detainee, and similar records.		TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.	x		
3460.3a	CAPTURED PERSONNEL, MATERIAL, AND DOCUMENTS RECORDS	3. PRISONER OF WAR (PW) AND CIVILIAN INTERNEE (CI)/DETAINEE RECORDS. Includes records relating to enemy military personnel and civilians captured or interned by, or in the custody of U.S. Forces. a. Administration of Navy and Marine Corps Detention Facilities Files. Records include Departmental policy directives, command implementing instructions, facility routine, rules of conduct for detainees, and similar records.		Retire to nearest FRC when facility disestablished. Destroy when 30 years old.	30	N1-NU-89-5 / 3460/3/A	
3000-30	NCIS Counterintelligence - Reports:	Information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. Note: Comply with all applicable Director of National Intelligence (DNI) IC Directives (ICD). This schedule item pertains to records not controlled by a DNI		TEMPORARY: Cutoff at case closure. Destroy 30 years after cutoff.	x		
3850.2a(1)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. a. Counterintelligence Investigations/Reports of a Routine Nature. Reports of CI investigations (including requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material), informational reports and special inquiries into actual, potential or suspected violations of laws, regulations, and directives (excluding investigations covered under SSIC 5580, paragraphs 4a-b) and defections by DON personnel. Also includes security violations, to include investigations that reveal compromise, but not espionage, and reports and investigations of subversion and espionage received favorably. (1) Case files.		Cut off at case closure. Destroy 25 years after case closure.	30	N1-NU-98-2 / 2/A/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3850.3b(1)	COUNTER INTELLIGENCE (CI) RECORDS	3. POLYGRAPH EXAMINATION RECORDS. b. Counterintelligence Security Polygraph (CSP) Program Records. Information created in support of the CSP Program. A CSP package includes CSP briefing form, Report of Investigation (ROI), statistical and technical data sheet, question sheets, charts, numerical evaluation form, consent form, medical waiver, personal data sheet and interview log. Also includes audiotapes. (1) All CSP Packages after final quality control reviews are forwarded to NCSHQ.		Destroy/delete when 35 years old.	75	N1-NU-07-4 / 1	
3850.2f	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. f. CI Defensive Briefings. Requests for and records of briefings of Naval personnel who intend to travel or have traveled, either officially or unofficially, to denied areas.		Cut off at case closure. Transfer to NCIS Records Management Division. If space is not available, transfer to WNRC. Destroy 15 years after case closure.	30	N1-NU-98-2 / 2/F	
3900.31	RDY&E Case Files:	Information relating to and contributing to research, development, test, and evaluation. Includes, but not limited to, project case files, laboratory notebooks, test and trial results, drawings, specifications, photographs, contractor-funded research, technical summary reports, agreements with universities, and summarized test data.		TEMPORARY: Cutoff at case closure. Destroy 30 years after cutoff.	x		
3900.5b	GENERAL RDY&E RECORDS	5. PROJECT CASE FILES Files maintained by Project Managers at laboratories and other activities responsible for research and development functions. Included are project authorization documents; project cards; technical characteristics; laboratory notebooks test and trial results; drawings, specifications and photographs considered essential to document designs, modification and engineering development; all technical and progress reports (including reports received from contractors); notices of completion; and correspondence influencing the direction or course of action taken on a project. b. All Other Projects. NOTE: No Project Case Files retired to FRC storage will be destroyed before 2011 to allow 5 years for Navy selection of Historically Significant Project Case Files.		Place in inactive project file upon termination or completion. Retire inactive file to nearest FRC when 10 years old or when no longer needed for reference, whichever is later. Destroy when 30 years old.	30	N1-NU-05-1 / 3900/5/B	
3900.6b	GENERAL RDY&E RECORDS	6. PROGRAM MANAGERS CASE FILES. Case files maintained by Headquarters and System Commands sponsors related to R&D projects, including the management of contracted R&D functions. For projects carried out by Navy labs, files include records similar to those included under SSIC 3900.5. In the case of contracted functions, the files include proposals, evaluations, non-award documentation, award notices, procurement requests, contracts and any other documentation which may relate to the contract. EXCLUDE one copy of each final report to be maintained under SSIC 3900.12 of this manual. b. All others: NOTE: No Program Manager Case Files retired to FRC storage will be destroyed before 2009 to allow 5 years for Navy selection of Historically Significant Case Files.		Temporary. Cut off file when item becomes operational or at termination of project. Retire to nearest FRC when 10 years old. Destroy when 30 years old.	30	N1-NU-05-1 / 3900/6/B	
3900.9b	GENERAL RDY&E RECORDS	9. LABORATORY NOTEBOOKS. Notebooks or other medium used to record and preserve engineering, scientific, and technical data for R&D projects reflecting progress and how results were achieved. b. All other notebooks. NOTE: No laboratory notebooks retired to FRC storage will be destroyed before 2011 to allow 5 years for Navy selection of historically valuable Laboratory Notebooks.		Place in inactive file upon termination or completion. Retire inactive file to nearest FRC when 5 years old or when no longer needed for reference, whichever is later. Destroy when 30 years old.	30	N1-NU-05-1 / 3900/9/B	
3900.16a	GENERAL RDY&E RECORDS	16. CONTRACTOR INDEPENDENT RESEARCH AND DEVELOPMENT (IR&D) PROGRAM RECORDS. Records created by contractor-funded research and development not otherwise sponsored by a contract or grant and falling under one of three broad categories: basic and applied research, development, or systems and concept formulation. a. Technical evaluation summary reports, potential DON relationship determinations, cost classification determinations, contractor technical plans determined to have Navy technical lead. Records accumulated by Navy IR&D Technical Manager.		Retire to nearest FRC when 3 years old. Destroy when 11 years old.	30	N1-NU-89-5 / 3900/16/A	
3900.16d	GENERAL RDY&E RECORDS	16. CONTRACTOR INDEPENDENT RESEARCH AND DEVELOPMENT (IR&D) PROGRAM RECORDS. Records created by contractor-funded research and development not otherwise sponsored by a contract or grant and falling under one of three broad categories: basic and applied research, development, or systems and concept formulation. d. Navy IR&D Policy Council Records. Include announcements of meetings, agendas, background material, briefing packages, and minutes.		Retire to WNRC when 3 years old. Destroy when 25 years old.	30	N1-NU-89-5 / 3900/16/D	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3900.17a	GENERAL RDT&E RECORDS	17. RESEARCH CONTRACT OR AGREEMENT FILES. Formal contracts or agreements with universities, commercial concerns, individuals, and others for research and development work and related papers. (Exclude technical or scientific data furnished DON under the terms of contracts or agreements.) a. Case Files of Contracts and Agreements relating to basic or applied research which can be identified as involving subject matter having potential for a patent infringement claim.		Destroy when 25 years old.	30	N1-NU-89-5 / 3900/17/A	
3900.19f	GENERAL RDT&E RECORDS	19. ONR BRANCH OFFICES' RECORDS. f. Correspondence and Papers pertaining to license matters under specific contracts. Includes patent clauses there under, assignments, license approvals, and agreements obtained.		Retain on board until 2 years after termination of contract or of patent involved in agreement, whichever is earlier, then retire to nearest FRC. Destroy when 25 years old.	30	N1-NU-89-5 / 3900/19/f	
3970.2	DEVELOPMENT T&E (DT&E) RECORDS	DT&E is that T&E conducted throughout various phases of the acquisition process to insure the acquisition and fielding of an effective and supportable system by assisting in the engineering design and development and verifying attainment of technical performance specifications, objectives, and supportability. DT&E is planned and conducted by the developing agency, usually a SYSCOM. 2. SUMMARIZED TEST DATA. Evaluated test data not included in DT&E Project Case Files.		Retire to nearest FRC when 3 years old. Destroy when 15 years old.	30	N1-NU-89-5 / 3970/2	
3980.3	OPERATIONAL T&E (OT&E) RECORDS	OT&E is that T&E conducted to determine a systems operational effectiveness and operational suitability, identify system deficiencies and the need for potential modifications to meet established OT&E thresholds, and develop tactics. OT&E is conducted under the direction of COMOPTEVFOR. (Included in this section are records of IOT&E, Follow-on Operational Test and Evaluation (FOT&E), and Operational Evaluations (OPEVALS). 3. SUMMARIZED TEST DATA. Evaluated test data not included in OT&E Project Case Files.		Retire to nearest FRC when 3 years old. Destroy when 15 years old.	30	N1-NU-89-5 / 3980/3	
3000-32	Oceanographic, Astronautical, Climate Observations and Study Data:	Oceanographic, Astronautical, Climate Observations and Study Data. Includes, but not limited to, weather observations, littoral surveys, deep ocean surveys, documentation of oceanographic and astronautical information collection, and environmental/ocean predictions		TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.	x		
3141.1	OBSERVATIONS/MEASUREMENTS RECORDS	1. WEATHER OBSERVATIONS. (Fleet Numerical Meteorology and Oceanography Center). These observations include monthly observations that are routine observations from units attached to special missions or expeditions; reconnaissance observations and other observations not covered by specific directives, worldwide unclassified observations; NATO classified observations; and satellite observations.		Destroy when 30 years old unless needed longer for reference.	30	N1-NU-07-7 / 4	
3141.2	OBSERVATIONS/MEASUREMENTS RECORDS	2. Littoral Survey Records. These surveys are conducted in littoral regions from ships, launch, aircraft, spacecraft or other platforms using a variety of electronic survey equipment. These surveys may include physical, chemical, optical, and biological oceanography; multidiscipline environmental investigations; ocean engineering and marine acoustics; marine geology and geophysics; and hydrographic bathymetric, and gravity surveys. Oceanographic data, in the form of raw observations, climatologist, databases or (after assimilation into physics-based numerical models or analyses) predictions, can be used for planning, executing, or analyzing naval operations or exercises. These surveys can be conducted as needs or opportunities arise, or when it is determined that environmental conditions have changed enough to warrant reinvestigation of a particular geographical area. Records may include setup files areas, line plans, predicted tide heights, tide zones, observed tide files, sound velocity profiles, ship parameters, raw sensor data, acoustics data, final field validated data, cruise reports, reports of survey, MCG records, preliminary temperature/salinity data archive (raw/C/C/climo/load), analyzed current records, optics properties records, bottom characteristics, geology and geophysics records, gravity records, magnetic records, K&T/CTD records, sound velocity profiles, and biology.		Destroy when 30 years old unless needed longer for reference.	30	N1-NU-07-7 / 5	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3141.3	OBSERVATIONS/MEASUREMENTS RECORDS	<p>3. DEEP OCEAN SURVEY RECORDS. These surveys are conducted in the deep ocean from ship, aircraft, spacecraft, or other platforms using a variety of electronic survey equipment. These surveys may include physical, chemical, optical, and biological oceanography; multidiscipline environmental investigations; ocean engineering and marine acoustics; marine geology and geophysics and bathymetric and gravity surveys. Data can be used for surface/subsurface navigations. Oceanographic data, in the form of raw observations, climatologies, databases, or (after assimilation into physics-based numerical models or analyses) predictions, can be used for planning, executing, or analyzing naval operations or exercises.</p> <p>Records may include set-up files, areas, line plans, predicted tide heights, tide zones, sound velocity profiles, ship parameters, intermediate collection files, raw sensor data, intermediate processing files, final field validated files, field reports, temperature/salinity data archive (raw/QC/climo/load), analyzed geophysics records, gravity records, magnetic records, XBT/CTD records, sound velocity profiles, satellite records (Ocean Optics, etc.) and biology.</p>		Destroy when 30 years old unless needed longer for reference.	30	N1-NU-07-7 / 6	
3142.1	DATA COLLECTION RECORDS	1. CORRESPONDENCE REPORTS, and other papers documenting the makeup, revisions, and use of codes or formats in collecting, storing and transmitting environmental information.		Destroy when 25 years old unless needed longer for reference.	30	N1-NU-07-7 / 7	
3144.1	DATA PREDICTION RECORDS	<p>These are predictions of observable phenomena that can be directly compared with data.</p> <p>Records may include ocean or atmospheric circulation (current or wind speed and direction), ocean wave height, speed and direction, ocean tidal heights and water levels, ocean temperature, and salinity structure, etc.</p> <p>1. Operational Environmental Predictions, Atmospheric/Weather Predictions, Ocean Predictions (to include waves, circulation).</p>		Destroy when 30 years old unless needed longer for reference.	30	N1-NU-07-7 / 11	
3144.2	DATA PREDICTION RECORDS	<p>These are predictions of observable phenomena that can be directly compared with data.</p> <p>Records may include ocean or atmospheric circulation (current or wind speed and direction), ocean wave height, speed and direction, ocean tidal heights and water levels, ocean temperature, and salinity structure, etc.</p> <p>2. Tide Analysis, Tide Zone files, Tide Height files, Tide Reports.</p>		Destroy when 30 years old unless needed longer for reference.	30	N1-NU-07-7 / 12	
3000-33	Diving Log:	Individual diving log report forwarded to NAVSAFECEN by each diver after each dive of hyperbaric exposure.		TEMPORARY: Cutoff at end of calendar year. Destroy 20 years after cutoff.	x		
3150.1	DIVING AND HYPERBARIC SYSTEMS OPERATIONS	1. Individual diving log report forwarded to NAVSAFECEN by each diver after each dive of hyperbaric exposure.		Destroy when 20 years old.	30	N1-NU-89-5 / 3150/1	
3000-34	Target Photographs:	Photographs and other material accumulated on specific targets such as shipyards, bridges, railroads, terrain, ordnance depots, ships, installations, etc.		TEMPORARY: Cutoff at end of calendar year. Destroy 20 years after cutoff.	x		
3822.2	PHOTOGRAPHIC RECORDS	2. TARGET JACKETS. Photographs and other material accumulated on specific targets such as shipyards, bridges, railroads, terrain, ordnance depots, ships, installations, etc.		Retire to WNRC when not needed for active reference. Destroy when 20 years old.	30	N1-NU-89-5 / 3822/2	
3000-35	Fleet Exercises:	Operations orders prepared by the officer conducting the exercise for fleet training exercises to increase level of Fleet readiness. Exclude copy included with the final exercise report.		TEMPORARY: Cutoff at end of calendar year. Destroy 15 years after cutoff.	x		
3121.5b	OPERATION PLANS AND ORDERS RECORDS	5. EXERCISE OP-ORDERS. Operations Orders prepared by the officer conducting the exercise for fleet, routine, and specialized training exercises to increase level of Fleet readiness. Exclude copy included with the final exercise report. b. Fleet Exercises.		Retire to WNRC when 4 years old. Destroy when 15 years old.	30	N1-NU-89-5 / 3121/5/8	
3000-36	Tactical Doctrine Library:	Copies of Tactical Doctrine maintained by Fleet Tactical Library.		TEMPORARY: Cutoff at end of calendar year. Destroy 12 years after cutoff.	x		
3510.2a	TACTICAL DOCTRINE RECORDS	2. TACTICAL MEMORANDA (TACMEMOS) AND TACTICAL NOTICES (TACNOTES). Formal issuances of the Navy TAC D&E Program that relate to informal testing of tactics or minor variations in tactics not incorporated into an NWP. a. Copy maintained by the Fleet Tactical Library.		Destroy when 12 years old.	30	N1-NU-89-5 / 3510/2/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3510.3b	TACTICAL DOCTRINE RECORDS	3. OPERATIONAL TACTICS GUIDES (OTGs). Tactical Doctrine developed by Commander Operational Test and Evaluation Force (COMOPTEVFOR) during operational testing. b. Copy maintained by Fleet Tactical Library.		Destroy when 12 years old.	30	N1-NU-89-5 / 3510/3/B	
3511.1c	NAVAL WARFARE PUBLICATIONS RECORDS	1. NAVAL WARFARE PUBLICATIONS (NWP/NWIPs). Warfare publications containing ready reference to current tactics, doctrine, and procedures. Exclude NWP 55 series. c. Copy maintained in Fleet Tactical Library.		Destroy when 12 years old.	30	N1-NU-89-5 / 3511/1/C	
3512.1c	ALLIED TACTICAL PUBLICATIONS RECORDS	1. ALLIED TACTICAL PUBLICATIONS (ATPs). Tactical doctrine publications containing procedures and/or experimental tactics used by NATO forces in joint maneuvers and operations. Publications consist of manuals, training and recognition material, instruction books, pamphlets, and technical manuals relating to NATO tactics. c. Copy maintained in Fleet Tactical Library.		Destroy when 12 years old.	30	N1-NU-89-5 / 3512/1/C	
3517.2c	AIR WARFARE TAC D&E RECORDS	2. AIR WARFARE PUBLICATIONS. Aircraft tactical publications (NWP 55 series), Naval Air Training and Operating Procedures Standardization Program (MATOPS), NAVAIRSYSCOM Manuals and TAC AIDS. c. Copy maintained in Fleet Tactical Library.		Destroy when 12 years old.	30	N1-NU-89-5 / 3517/2/C	

3000-37	Program Oversight (Operations and Readiness):	Information relating to the oversight of the execution of plans, policies, programs, and procedures relating to the commands assigned mission.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
3125.1	MARINE AVIATION RECORDS	1. PROGRAM RECORDS. Marine aviation plans and programs to formulate and coordinate plans and to initiate action to fulfill the requirements of Marine aviation. Regular and Reserve in matters of organization personnel, operational readiness, and logistics to ensure Marine aviation is developed and supported in concert with the overall naval aviation program. Exclude policy records included in CMC central correspondence file (SSIC 3000.3) and Fleet Command files (SSIC 3100.1).		Retire to nearest FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3125/1	
3128.1a	VISITS OF SHIPS RECORDS	1. GENERAL CORRESPONDENCE, FILES, REPORTS, AND OTHER RECORDS. Records pertaining to visits by ships, including visits of U.S. ships to foreign ports and visits of foreign ships to U.S. ports. Records include policy, procedures and instructions for coordination of port visits; regulations prescribed by the Navy or host government; requests, modifications, approvals, and disapprovals of port visit and diplomatic clearance requests; reports of conditions experienced or incidents that occurred; and any post visit reports. a. Ships visits by Nuclear Powered Warships. Records pertaining to regulations, instructions, and procedures for visits. Records include restrictions, environmental monitoring requirements, and special safety regulations enacted by host nation government; procedures for safety and security of the vessel; procedures and instructions for coordination of port visits; requests, modifications, approvals, and disapprovals of port visit and diplomatic clearance requests; and reports during or after the visit of conditions encountered or incidents that occurred.		Retire to nearest FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3128/1/A	
3170.3(1)	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. j. Peacetime Exercise Records (1) Exercise Case File. Operations-Orders, critique sheets, final exercise report, evaluation and analysis documents, and lessons learned. Records are maintained by the Officer Conducting the Exercise (usually Fleet Commander or Commander Military Sealift Command).		Retire to WNRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3170/3/1/1	
3173.1	SHIP'S BOATS RECORDS	1. GENERAL CORRESPONDENCE pertaining to boats.		Destroy when 10 years old.	10	N1-NU-89-5 / 3173/1	
3173.2	SHIP'S BOATS RECORDS	2. CORRESPONDENCE RELATED TO INDIVIDUAL BOATS (BY HULL NUMBER). Files include authorization documents, issue documents, inspection reports, and disposition documents.		Destroy when 10 years old.	10	N1-NU-89-5 / 3173/2	
3410.1a	PSYCHOLOGICAL RECORDS	1. PSYCHOLOGICAL OPERATIONS (PSYOP) SYSTEMS ACQUISITION RECORDS. Files document operations originated by CNO, fleet commanders in chief, and a commander of a systems command. a. Originals.		Retire to WNRC 3 years after the initial operational concept (IOC). Destroy when 10 years old.	10	N1-NU-89-5 / 3410/1/A	
3440.1b	DISASTER CONTROL RECORDS	1. PRIMARY PROGRAM RECORDS. b. Disaster Preparedness Organization and Activity Files. Files document the organizational establishment, history and the development of plans, special programs, studies, or projects that deal with disaster preparedness.		Retire to FRC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3440/1/B	
3490.2	COVER AND DECEPTION RECORDS	2. DECEPTION TACTICAL DEVELOPMENT AND EVALUATION. Records consist of studies, reports, risk and threat analysis documents, and pilot project evaluations.		Retire to WNRC 2 years after tactics and techniques are incorporated into Naval Warfare Publications. Destroy when 10 years old.	10	N1-NU-89-5 / 3490/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000-38	Cryptologic Systems Development	Case files, laboratory working papers, and test data maintained by Headquarters and System Commands sponsors related to R&D projects, including the management of contracted R&D functions. For projects carried out by Navy labs, files include records similar to those included under SSIC 3900.5. In the case of contracted functions, the files include proposals, evaluations, non-award documentation, award notices, procurement requests, contracts and any other documentation which may relate to the contract. Case files of Historically significant projects maintained according to schedule item 3000-21.	Trigger(s)	TEMPORARY: Cutoff when system operational or project terminated. Transfer to U.S. Cyber Command/10th Fleet at cutoff. Destroy 10 years after cutoff.	x		
3280.2	ADVANCED CRYPTOLOGIC SYSTEMS DEVELOPMENT (R&D)	2. PROGRAM MANAGERS CASE FILES. As defined under SSIC 3900.6 of this manual.		Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when system becomes operational or when project is terminated. Destroy when 10 years old.	10	N1-NU-89-5 / 3280/2	
3280.3	ADVANCED CRYPTOLOGIC SYSTEMS DEVELOPMENT (R&D)	3. TECHNICAL LABORATORY WORKING PAPERS. As defined under SSIC 3900.11 of this manual.		Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, upon termination of the project. Destroy when 5 years old.	7	N1-NU-89-5 / 3280/3	
3280.5	ADVANCED CRYPTOLOGIC SYSTEMS DEVELOPMENT (R&D)	5. TEST DATA. Interim and final reports, working papers, and testing data developed during developmental testing and production acceptance test and evaluation. Include unevaluated data collected during operational testing and evaluation.		Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, upon completion of testing. Destroy when 5 years old.	7	N1-NU-89-5 / 3280/5	
3000-39	Intelligence Programs Operations	Information relating to the operations of DON, US Navy and Marine Corps intelligence and counter-intelligence programs. Includes files, reports, and other records of intelligence offices that relate to intelligence collection, evaluation, and dissemination within the DON and to plans, programs, and transactions pertaining to the overall administration of the office.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
3800.3	GENERAL INTELLIGENCE RECORDS	3. INTELLIGENCE OFFICES' GENERAL CORRESPONDENCE FILES. Files, reports, and other records of intelligence offices that relate to intelligence collection, evaluation, and dissemination within the DON and to plans, programs, and transactions pertaining to the overall administration of the office. Included are records of the Directorates of the ONI. Exclude records of Joint Intelligence Offices filed under SSIC 3860 of this manual.		Retire to nearest FRC (WNRC for ONI Directorates) when 2 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3800/3	
3823.1	ELECTRONIC RECORDS	1. GENERAL CORRESPONDENCE. Files relating to the collection of non-communications electronic intelligence (EJUNT) and to specific EJUNT operations. Included is documentation on sensors and their placement. Excluded communications-related EJUNT records filed under SSIC's 3250-3254.		Retire to WNRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3823/1	
3825.1	ACOUSTIC RECORDS	1. GENERAL FILES. Raw unprocessed intelligence information collected from acoustic sensors or as a product of acoustic collection operations. Exclude acoustic information collected under programs sponsored by COMNAVMETOCOM and filed under SSIC's 3140-3148.		Retire to WNRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3825/1	
3830.2	INTELLIGENCE DISSEMINATION RECORDS	2. FOREIGN DISCLOSURE FILES. Navy policy documents that reflect, substantiate, and implement international or bilateral negotiations, arrangements, and agreements on exchange or release of classified military intelligence information to foreign governments or international organizations. Included are records of the Navy Representative to the National Military Information Disclosure Policy Committee (NDPC).		Destroy when 10 years old.	10	N1-NU-89-5 / 3830/2	
3850.1	COUNTER INTELLIGENCE (CI) RECORDS	1. COUNTER INTELLIGENCE (CI) FILES. Working files containing information on individuals, companies, associations, and other collective groups of individuals that may be involved in hostile foreign intelligence activities. Exclude investigative and other Naval Criminal Investigative Service (NCIS) records filed under SSIC 3850, paragraph 2 of this manual.		Transfer to NCIS upon initiation of investigation, otherwise destroy when 10 years old.	10	N1-NU-98-2 / 1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3850.2h	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. h. Threat Assessment (General). Contains reports on collection and assessment of threat information pertaining to naval operations or geographic locations.		Destroy when superseded, obsolete or no longer needed.	w/ln	N1-NU-98-2 / 2/H	moved to be with like records
3850.2(1)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. j. CI Studies. Contains all-source information on various CI topics of interest to the Department of the Navy. (1) Records copy of study (paper or electronic).		Destroy (delete) when superseded or obsolete.	w/ln	N1-NU-98-2 / 2/1/1	moved to be with like records
3880.1	INTELLIGENCE SUPPORT FUNCTIONS RECORDS	1. INTELLIGENCE REFERENCE DATA BASE RECORDS. A collection of intelligence reference materials maintained to support intelligence analysis and/or planning and to aid in the development of finished intelligence products. Records may consist of photographic collections, biographic files, collections of commercially published materials, sensor calibration data, reference electronic databases, and similar records.		Destroy when 10 years old. Retention in excess of 10 years is authorized for continuing programs upon approval of DNI. Retention in excess of 10 years will be reviewed every 5 years.	10	N1-NU-89-5 / 3880/1	
3880.3	INTELLIGENCE SUPPORT FUNCTIONS RECORDS	3. INTELLIGENCE SUPPORT TO OPERATIONAL COMMANDERS. Correspondence, messages, agreements, and similar documents that relate to intelligence support provided to operational commanders.		Destroy when superseded or obsolete.	w/ln	N1-NU-89-5 / 3880/3	moved to be with like records
3890.3	INTELLIGENCE PRODUCTION RECORDS	3. PRODUCTION RECORDS. Records reflecting the record of actions taken in and for the fulfillment of specific requests for information on any phase of intelligence operations. Records include correspondence, evaluations and progress reports. Exclude primary program records filed under SSIC 3800.1		Retire to WNRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3890/3	

3000-40	RDTE Operations:	Information relating to the operations of DON, U.S. Navy, and Marine Corps research, development, test and evaluation programs. Includes, but not limited to, technical laboratory working papers, test and evaluation ranges, and raw data.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
3900.1b(2)(b)	GENERAL RDTE RECORDS	1. PRIMARY PROGRAM RECORDS. b. Files and other records of major laboratories and other activities whose primary function is research and development or testing. (2) Official laboratory correspondence filed by SSIC code accumulated after 1959. (b) All other SSIC codes		Retire to nearest FRC when 5 years old. Destroy when 10 years old.	10	N1-NU-05-1 / 3900/1/B/2/B	
3900.1.1	GENERAL RDTE RECORDS	1.1. TECHNICAL LABORATORY WORKING PAPERS. Technical notes and data, measurements, formulas, graphs, drawings, and other similar material accumulated in connection with specific research, development, and testing projects. These essentially are summarized in or used as the basis for preparation of technical reports, but continue to have temporary research value after a project's completion. Exclude laboratory notebooks.		Retire to nearest FRC 5 years after completion or termination of project. Destroy when 10 years old. Activities retiring records indicate project termination date on SF 135.	10	N1-NU-89-5 / 3900/1.1	
3968	T&E RANGES RECORDS	T&E RANGES RECORDS Records relating to the establishment and maintenance of ranges, range areas, and test sites used in the testing and evaluation of systems and equipment. Include maintenance and calibration records for installed instrumentation and range safety rules.		Destroy when 10 years old.	10	N1-NU-89-5 / 3968	
3970.3	DEVELOPMENT T&E (DT&E) RECORDS	DT&E is that T&E conducted throughout various phases of the acquisition process to insure the acquisition and fielding of an effective and supportable system by assisting in the engineering design and development and verifying attainment of technical performance specifications, objectives, and supportability. DT&E is planned and conducted by the developing agency, usually a SYSCOM 3. RAW DATA. Unevaluated data collected during DT&E projects. Data may be in tabular, graphic, or narrative form, or in electronic form on magnetic tape or CD ROM.		Destroy when 10 years old.	10	N1-NU-89-5 / 3970/3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3960.4	OPERATIONAL T&E (OT&E) RECORDS	OT&E is that T&E conducted to determine a systems operational effectiveness and operational suitability, identify system deficiencies and the need for potential modifications to meet established OT&E thresholds, and develop tactics. OT&E is conducted under the direction of COMOPTEVFOR. Included in this section are records of IOT&E, Follow-on Operational Test and Evaluation (FOT&E), and Operational Evaluations (OPEVALS). 4. RAW DATA. Unevaluated data collected during OT&E projects. Data may be in tabular, graphic, or narrative form, or in electronic form on magnetic tape or CD ROM. Included in this series is data maintained for OPTEVFOR by Naval Warfare Assessment Center Corona (NWACC), NWS Seal Beach under "trusted agent" memorandum of agreements.		Retire to nearest FRC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3980/4	
3000-41	Fleet Exercise Monitoring and Communications:	Information relating to fleet exercise monitoring and communications. Includes, but not limited to, electronic video monitoring data and electronic communications data.		TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
3101.1b	ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS.	1. Video Monitoring Records. Pertains to ships equipped with video cameras/systems capable of capturing and storing video records in electronic format that are used to provide monitoring of a ship's passage ways, equipment, weapons systems, flight decks, manned and unmanned areas, etc. Video monitoring may be conducted within numerous areas both within and outside of the ship's structure. b. Exercise Monitor. Records consisting of electronic video monitoring data captured and stored in electronic format during conducted exercise and/or training events involved in the exercising of equipment and/or personnel such as but not limited to fire drills, rescue and assistance exercises, main space fire drills, flooding drills, operational evaluations and fleet exercises. This data is used to evaluate events such as exercise/training events, perform root causes analysis and establish corrective action and training requirements.		Destroy when 10 years old or no longer required, whichever is later.	10	N1-NU-10-3 / 3	
3101.1c	ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS.	1. Video Monitoring Records. Pertains to ships equipped with video cameras/systems capable of capturing and storing video records in electronic format that are used to provide monitoring of a ship's passage ways, equipment, weapons systems, flight decks, manned and unmanned areas, etc. Video monitoring may be conducted within numerous areas both within and outside of the ship's structure. c. Ship Operations. Records consisting of electronic video monitoring data captured and stored in electronic format during ship operations where a significant or catastrophic event occurs such as but not limited to fire, criminal activity, equipment failure, flooding, collision, etc. or which is identified at the time as having possible legal, safety, political or other implications to the DON or National Security.		Destroy when 10 years old or when studies/operational analysis is completed, whichever is later.	10	N1-NU-10-3 / 4	
3101.2b	ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS.	2. Communications Records. Pertains to ships having equipment or systems capable of capturing and recording electronically various forms of internal and external communications, both within and outside the structure of the ship. Internal communications records are electronic records of communications conducted via electronic means and within the structure of the ship, such as but not limited to internal communication networks (nets), internal telephone, general announcing system, portable intra-ship radio, sound powered phones, etc. External communications records are electronic records of communications conducted via electronic means with sources outside the structure of the ship, such as but not limited to ship-to-ship, ship-to-shore, shore-to-ship, ship-to-aircraft, aircraft-to-ship, ship-to-satellite, satellite-to-ship, etc. b. Exercise monitoring. Records consist of electronic communications data captured and stored in electronic format during conducted exercises and/or training events involved in the exercising of equipment and/or personnel, such as but not limited to fire drills, rescue and assistance exercises, main space fire drills, flooding drills, operational evaluations, and fleet exercises. This data is used to evaluate exercise/training events, perform root cause analyses, and establish corrective action and training requirements.		Destroy when 10 years old or no longer required, whichever is later.	10	N1-NU-10-3 / 7	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3101.2c	ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS.	2. Communications Records. Pertains to ships having equipment or systems capable of capturing and recording electronically various forms of internal and external communications, both within and outside the structure of the ship. Internal communications records are electronic records of communications conducted via electronic means and within the structure of the ship, such as but not limited to internal communication networks (nets), internal telephone, general announcing system, portable intra-ship radio, sound powered phones, etc. External communications records are electronic records of communications conducted via electronic means with sources outside the structure of the ship, such as but not limited to ship-to-ship, ship-to-shore, shore-to-ship, ship-to-aircraft, aircraft-to-ship, ship-to-satellite, satellite-to-ship, etc. c. Event Monitoring. Records consist of electronic communications data captured and stored in electronic format during ship operations where a significant or catastrophic event occurs such as but not limited to fire, criminal activity, equipment failure, flooding, collision, etc. or which is identified at the time as having possible legal, safety, political or other implications to the United States Navy or National Security.		Destroy when 10 years old or when studies/operational analysis is completed, whichever is later.	10	N1-NU-10-3 / 8	
3518.1	EXERCISE DATA COLLECTION RECORDS	1. MESSAGES and CORRESPONDENCE relevant to collection of exercise data and its reconstruction and analysis.		Transfer to WNAIC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3518/1	
3519.1	EXERCISE RECONSTRUCTION RECORDS	1. Exercise source data, data collection sheets, summary sheets, logs and similar exercise reports used in reconstruction and analysis.		Transfer to WNAIC when 4 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3519/1	
3000-42	Flight Safety and Flight Reports:	The data collected includes a statistical description of the flight pertaining to the aircraft and crew members, a record of all logistics actions performed during the flight, a record of weapons proficiency, a record of training areas utilized, and other miscellaneous data. MASTER FLIGHT FILES shall be securely bound in hard binders and labeled as MASTER FLIGHT FILES of (squadron designation) and period covered.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
3750.2a	FLIGHT SAFETY AND ACCIDENT ANALYSIS RECORDS	2. AIRCRAFT Mishap Reports (CLASS C REPORTS). a. Original reports. Reports of minor accidents and incidents that do not result in injury, death, or significant damage. Reports are maintained by the Navy Safety Center, Norfolk, VA.		Destroy when 10 years old.	10	N1-NU-89-5 / 3750/2/A	
3760.2a	FLIGHT RECORDS AND REPORTS	2. MASTER FLIGHT FILES. The original of the NAVAL AIRCRAFT FLIGHT RECORD (OPNAV 3710/4). The data collected include a statistical description of the flight pertaining to the aircraft and crew members, a record of all logistics actions performed during the flight, a record of weapons proficiency, a record of training areas utilized, and other miscellaneous data. MASTER FLIGHT FILES shall be securely bound in hard binders and labeled as MASTER FLIGHT FILES of (squadron designation) and period covered. a. Routine Operations and Training Flights.		Cut off file annually in November and retire to nearest FRC. Destroy when 7 years old. Units being decommissioned retire files to FRC upon decommissioning.	10	N1-NU-89-5 / 3760/2/A	
3000-43	OPSEC Survey Report:	Information relating to the OPSEC Survey Report. Includes correspondence initiating the survey, progress reports, and final survey report.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
3070.3	OPERATIONS SECURITY RECORDS	3. OPSEC SURVEY REPORT FILE. Records include correspondence initiating the survey, progress reports, and final survey report.		Destroy when 10 years old.	10	N1-NU-89-5 / 3070/3	
3000-44	Data Dissemination:	Correspondence, reports and papers related to data dissemination, especially by the nautical almanac office, but also double star, time service, astrometric and other astronomical data disseminated to the public.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x		
3166.	DATA/INFORMATION DISSEMINATION	DATA/INFORMATION DISSEMINATION. CORRESPONDENCE, REPORTS AND PAPERS RELATED TO DATA DISSEMINATION, ESPECIALLY BY THE NAUTICAL ALMANAC OFFICE, BUT ALSO DOUBLE STAR, TIME SERVICE, ASTROMETRIC AND OTHER ASTRONOMICAL DATA DISSEMINATED TO THE PUBLIC. EXCLUDE DIRECTIVES, INTER-AGENCY AGREEMENTS AND SIMILAR RECORDS FILED AS PRIMARY PROGRAM RECORDS UNDER SSIC 3160.1 OF THIS MANUAL.		Retire to WNAIC when 2 years old. Destroy when 10 years old.	10	N1-NU-89-5 / 3166	
3167.	DATA/INFORMATION QUALITY ASSURANCE	DATA/INFORMATION QUALITY ASSURANCE. COMPUTER HARDCOPY, DISKS AND TAPES CONTAINING THE COMPARISON OF STAR CATALOGUES OR OTHER ASTRONOMICAL OR TIME VALIDATION INFORMATION.		Destroy 2 years after inactive.	3	N1-NU-89-5 / 3167 moved up to be with like records	
3000-45	Program Management (Operations and Readiness):	Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission maintained by activities, departments, divisions, and other organizational units.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	x		

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000.5b	GENERAL OPERATIONS AND READINESS RECORDS	b. General Correspondence Files. Routine administrative correspondence relating to the internal administration of the base and files of departments, divisions, and other offices that are duplicated or summarized in the Commander's/Commanding General's Primary Program Files.		Retire to nearest FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-5 / 3000/5/8	
3000.6b	GENERAL OPERATIONS AND READINESS RECORDS	b. General Correspondence File. Routine administrative correspondence relating to the administration of the station and tenant activities located thereon and files of departments, divisions, and other offices.		Retire to nearest FRC when 2 years old. Destroy when 4 years old.	7	N1-NU-89-5 / 3000/6/8	
3005.3	CIVIL DEFENSE RECORDS	3. EMERGENCY (CIVIL DEFENSE) PLANS AND DIRECTIVES ORIGINATED BY SECOND ECHELON COMMANDS AND SUBORDINATE UNITS. Exclude copy included in Annual Command History.		Retire to nearest FRC when cancelled or superseded. Destroy when 5 years old.	7	N1-NU-89-5 / 3005/3	
3040.2	CASUALTIES AND CASUALTY REPORTING RECORDS	2. Copies of summary or statistics maintained by CNO or HQMC that indicate failure trends or need for corrective action.		Destroy when 5 years old.	7	N1-NU-89-5 / 3040/2	
3041.1	HULL, MECHANICAL, AND ELECTRICAL CASUALTIES	1. OFFICIAL FILES of reports maintained by the Naval Sea Systems Command.		Destroy when 5 years old or when incorporated into the 5-year overhaul cycle, whichever is sooner.	7	N1-NU-89-5 / 3041/1	
3081.	HARDWARE, FLEET AIR RECORDS	HARDWARE, FLEET AIR RECORDS. GENERAL CORRESPONDENCE (Primary Plans, Programs And Procedures) concerning Research and Development, Warfare Techniques and Operational Training and Readiness of Fleet Air Hardware. Included are copies of contract files, reports, plans, project equipment/systems files, other similar correspondence and related papers, inspection/acceptance reports, and reference files. Records are accumulated by OPNAV Principal Officials and their component offices and divisions.		Destroy when 5 years old.	7	N1-NU-89-5 / 3081	
3082.	HARDWARE, FLEET, SURFACE RECORDS	HARDWARE, FLEET, SURFACE RECORDS. GENERAL CORRESPONDENCE (Primary Plans, Programs And Procedures) concerning Research and Development, Warfare Techniques and Operational Training and Readiness of Surface Fleet Hardware. Included are copies of contract files, reports, plans, project equipment/systems files, other similar correspondence and related papers, inspection/acceptance reports, and reference files. Records are accumulated by OPNAV Principal Officials and their component offices and divisions.		Destroy when 5 years old.	7	N1-NU-89-5 / 3082	
3083.	HARDWARE, FLEET SUBSURFACE RECORDS	HARDWARE, FLEET SUBSURFACE RECORDS. GENERAL CORRESPONDENCE (Primary Plans, Programs And Procedures) concerning Research and Development, Warfare Techniques and Operational Training and Readiness of Subsurface Fleet Hardware. Included are copies of contract files, reports, plans, project equipment/systems files, other similar correspondence and related papers, inspection/acceptance reports, and reference files. Records are accumulated by OPNAV Principal Officials and their component offices and divisions.		Destroy when 5 years old.	7	N1-NU-89-5 / 3083	
3084.	HARDWARE, SHORE RECORDS	HARDWARE, SHORE RECORDS. GENERAL CORRESPONDENCE (Primary Plans, Programs And Procedures) concerning Research and Development, Warfare Techniques and Operational Training and Readiness of Navy Shore Hardware. Included are copies of contract files, reports, plans, project equipment/systems files, other similar correspondence and related papers, inspection/acceptance reports, and reference files. Records are accumulated by OPNAV Principal Officials and their component offices and divisions.		Destroy when 5 years old.	7	N1-NU-89-5 / 3084	
3093.1	STANDARDS OF INTEROPERABILITY	1. INTERFACE PLANNING FILES. Correspondence, reports, and other records relating to the development, coordination, and approval of technical interface concepts and technical interface design plans for tactical command and control systems.		Destroy when 5 years old.	7	N1-NU-89-5 / 3093/1	
3100.3c(1)	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) c. Ship Material Readiness Records. (1) Reserve fleet headquarters correspondence, reports, inspection records, and other readiness data.		Retire to nearest FRC 2 years after reactivation of ship concerned. Destroy 3 years after transfer.	7	N1-NU-89-5 / 3100/C/1	
3100.4b	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. b. General Correspondence Files. Correspondence, messages, and reports accumulated by CNO, NAVFACENCOM, and other Departmental Headquarters Offices that relate to the routine administration of the Naval Construction Forces.		Destroy when 5 years old.	7	N1-NU-89-5 / 3100/4/8	
3100.4b(1)	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. h. Logistics Records. (1) Records of brigades and regiments (logistic divisions) documenting plans and procedures for material support within advanced base functional components		Destroy when 4 years old.	7	N1-NU-89-5 / 3110/1/A	
3110.1a	ADMINISTRATIVE ASSIGNMENT OF OPERATING FORCES OF THE NAVY RECORDS	1. RECORDS pertaining to initial administrative assignment or changes to the administrative organization of the operating forces of the Navy. a. NDW and CNO Area Coordinators' Files.		Destroy when 4 years old.	7	N1-NU-89-5 / 3110/1/A	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3124.1	FLEET AIR OPERATIONS RECORDS	1. OPERATIONAL RECORDS of aircraft squadrons and subordinate units that are not included under SSIC 3100.		Retire to nearest FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-5 / 3124/1	
3170.2a	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. a. General Correspondence Files that Document Naval Port Control Offices' Programs, Policies, Procedures, and Essential Transactions.		Destroy when 5 years old.	7	N1-NU-89-5 / 3170/2/A	
3170.2e(1)	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. e. Movement Files. Files of naval port control offices containing operating and movement data on ships whose operations are of interest to the naval base or the naval port control officer. (1) Official record copies.		Retire to nearest FRC 3 years after last briefing of ship in the area. Destroy when 7 years old.	7	N1-NU-89-5 / 3170/2/E/1	
3170.2f	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. f. Logs or Similar Records of Harbor Services. Files indicate services provided by the naval port control officer to non-naval vessels and activities.		Retire to nearest FRC when 3 years old. Destroy when 7 years old.	7	N1-NU-89-5 / 3170/2/F	
3190.1	LAW ENFORCEMENT RECORDS	1. COUNTER NARCOTICS SUPPORT RECORDS. Reports, planning and coordination papers that document Navy's participation in government wide interdiction and counter narcotics support operations. Include correspondence and liaison meetings records with Coast Guard and Drug Enforcement Administration. Records are maintained by the DCNO (Plans, Policy, and Operations) (N3/N5).		Destroy when 5 years old.	7	N1-NU-89-5 / 3190/1	
3216.	SIGINT EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL	SIGINT EQUIPMENT INSTALLATION AND CONFIGURATION CONTROL. Records relating to installation Planning, BESEP, Engineering and Technical Support, Site surveys and related information. Exclude architecture and systems integration records retired under SSIC 3202.		Destroy when 5 years old.	7	N1-NU-89-5 / 3216	
3224.1	FIELD STATION OPERATIONS	1. Commanding Officer/Officer In Charge correspondence files and other records relating to the mission of the site. Exclude command histories filed under SSIC 5757.1.		Destroy when 5 years old.	7	N1-NU-89-5 / 3224/1	
3340.1c	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS c. Engineering and Repair Officer's Records. Files related to maintenance and repair work on vessels and crafts.		Destroy when 4 years old.	7	N1-NU-89-5 / 3340/1/C	
3380.1	HARBOR DEFENSE RECORDS	1. GENERAL CORRESPONDENCE FILES. Files consist of external communications related to warfare techniques.		Destroy when 5 years old.	7	N1-NU-89-5 / 3380/1	
3440.4	DISASTER CONTROL RECORDS	4. DISASTER PREPAREDNESS ASSISTANCE REPORTS, CLAIMS AND EXPENDITURE REPORTS. Copies of reports forwarded to CNO and not covered elsewhere in this chapter.		Destroy when 5 years old.	7	N1-NU-89-5 / 3440/4	
3520.1a(1)	ELECTRONICS (OTHER THAN NAVIGATIONAL AIDS) RECORDS	1. Fleet Airborne Electronics Training Units Records. a. General Correspondence (Subject) Files. (1) Files related to the execution and accomplishment of the activity's mission and programs.		Destroy when 5 years old.	7	N1-NU-89-5 / 3520/1/A/1	
3531.1	AIDS TO NAVIGATION RECORDS	1. GENERAL CORRESPONDENCE, INSTRUCTIONS, and related records at headquarters activities		Transfer to FRC when 2 years old. Destroy when 6 years old.	7	N1-NU-89-5 / 3531/1	
3570.1a	ORDNANCE AND GUNNERY RECORDS	1. ORDNANCE DISPOSAL TRAINING; GENERAL CORRESPONDENCE, MESSAGES, ETC. a. Headquarters Activities		Transfer to WNRG when 2 years old. Destroy when 5 years old.	7	N1-NU-89-5 / 3570/1/A	
3570.3a	ORDNANCE AND GUNNERY RECORDS	3. Gunnery Training General Correspondence, Messages, Etc. a. Headquarters Activities and Fleet and Command Staffs.		Transfer to nearest FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-5 / 3570/3/A	
3610.2	ELECTRONIC WARFARE RECORDS	2. GENERAL CORRESPONDENCE of a routine internal nature.		Destroy when 5 years old.	7	N1-NU-89-5 / 3610/2	
3000-46	Ordnance Casualties:	Weapons trouble/failure and corrective action reports.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	x		
3042.1	ORDNANCE CASUALTIES	1. OFFICIAL FILES of reports maintained by the Naval Sea Systems Command (NAVSEASYSKOM).		Destroy when 5 years old or incorporated in an ordnance alteration, whichever is sooner.	7	N1-NU-89-5 / 3042/1	
3042.3a	ORDNANCE CASUALTIES	a. Navy surface and air launched missile weapons, High Energy Laser Systems, and FBM/SWS trouble/failure and corrective action reports maintained in electronic form by the Naval Warfare Assessment Center (NWAC), Corona, CA.		Retire to nearest FRC when 3 years old. Destroy when weapons system is removed from the inventory or when no longer supported for US/United Kingdom (UK) use by Navy resources. Magnetic tapes must be withdrawn from FRC when 7 years old and destroyed or recertified for continued retention by the Commanding Officer, NWAC.	wnln	N1-NU-89-5 / 3042/3/A	moved up to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3042.3b	ORDNANCE CASUALTIES	3. Strategic weapons trouble/failure reports. b. Paper copies of trouble/failure and corrective action reports for FBM/SWS weapons, Surface and Air Launched Missile Weapons, and High Energy Laser Systems maintained by NWAC, Corona.		Retire to nearest FRC when 1 year old. Destroy when 5 years old.	7	N1-NU-89-5 / 3042/3/B	

3000-47	Research Interoperability and Standards:	Reports, analyses, plans, and similar documents relating to the development of test philosophies, proposals, plans, and procedures. Included are coordination actions, recommendations from DON and other services, and recommendations for implementing action.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year or project completion. Destroy 7 years after cutoff.	x		
3093.2	STANDARDS OF INTEROPERABILITY	2. JOINT TEST PROCEDURES PLANNING FILES. Reports, analyses, plans, and similar documents relating to the development of test philosophies, proposals, plans, and procedures. Included are coordination actions, recommendations from DON and other services, and recommendations for implementing action.		Destroy when 5 years old.	7	N1-NU-89-5 / 3093/2	
3162.1	DATA COLLECTION	1. CORRESPONDENCE, REPORTS and OTHER papers documenting procedures for data collection in astronomy and time service, and for transmitting astronomical and chronometric information. Exclude primary program records filed under SSIC 3160.1. File pertinent file layouts, code books, and procedure documentation with Permanent records transferred to NARA under SSICs 3161.2, 3163, 3164 and 3168.		Retire to WNRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-5 / 3162/1	
3900.4b	GENERAL RDT&E RECORDS	4. TECHNICAL BOARDS AND COMMITTEE'S FILES. Records of boards and committees studying assigned technical research and development problems, including requirements for or the authorization of projects, the scheduling and phasing of projects or programs, and the control and coordination of various research and development project phases or programs. Records consist of agendas, directives, minutes of meetings, papers relating to the establishment, revision, or termination of projects, and other papers reflecting the boards or committees' actions, recommendations, and accomplishments. Exclude Interim and final reports on specific projects, and material included in the Project Case File. b. Other copies of board and committee files accumulated by members in the execution of their duties.		Destroy when 5 years old or when no longer needed for reference, whichever is sooner.	7	N1-NU-89-5 / 3900/4/B	
3900.8	GENERAL RDT&E RECORDS	8. PROJECT WORKING AND CONTROL FILES. Copies of documents essentially duplicated in project case files; preliminary and intermediate sketches, drawings, specifications, charts, graphs, photographs; other working papers determined not to be of sufficient value to incorporate in the project case file; and related project control and progress control records.		Retire to nearest FRC upon completion of project. Destroy 5 years after completion.	7	N1-NU-89-5 / 3900/8	
3900.10	GENERAL RDT&E RECORDS	10. TECHNICAL WORKING DATA. Data accumulated during research and development and testing operations that do not pertain to individual projects. (Summary and usable data having continuing value are contained in technical reports or retained laboratory notebooks).		Destroy when 5 years old, superseded, or obsolete, whichever is earlier.	7	N1-NU-89-5 / 3900/10	
3960.2	GENERAL TEST AND EVALUATION RECORDS	2. General Test and Evaluation Correspondence Files. General correspondence files relating to all forms of test and evaluation of weapons systems, aircraft, components, and equipment. Records are maintained by SYSCOM, RDT&E facilities, and evaluation elements of fleet commands. Correspondence relating to a specific T&E project should be filed in the T&E case file. Exclude correspondence file of Commander Operational Test and Evaluation Force (COMOPTEVFOR) filed under SSIC 3980.		Retire to nearest FRC when 3 years old. Destroy when 7 years old.	7	N1-NU-89-5 / 3960/2	
3961.1b	T&E MASTER PLANS (TEMP'S)/T&E PLANS (TEP'S)	1. The controlling T&E program management document. Approved by CNO this document defines and integrates test objectives, critical issues, system characteristics, responsibilities, resource requirements, and schedules. b. Copies maintained by all other activities.		Destroy when 5 years old.	7	N1-NU-89-5 / 3961/1/B	
3970.4	DEVELOPMENT T&E (DT&E) RECORDS	DT&E is that T&E conducted throughout various phases of the acquisition process to insure the acquisition and fielding of an effective and supportable system by assisting in the engineering design and development and verifying attainment of technical performance specifications, objectives, and supportability. DT&E is planned and conducted by the developing agency, usually a SYSCOM 4. TEST, EVALUATION AND INSPECTION REPORTS. Copies accumulated by laboratories, facilities, or contract offices in connection with their research, development, and testing functions. Exclude reports filed in project case files.		Destroy when 5 years old or when no longer needed for reference, whichever is sooner.	7	N1-NU-89-5 / 3970/4	

3000-48	Diving and Aircraft Safety:	Information relating to the operation of diving and aircraft safety. Includes, but not limited to, hyperbaric equipment maintenance, hyperbaric facilities, aircraft hazard reports, aircraft inspection.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	x		
3151.1	DIVING AND HYPERBARIC SYSTEMS SAFETY CERTIFICATION	1. Diving and Hyperbaric Systems maintenance, work procedures, and Reentry Control (REC) Records.		Destroy after 7 years.	7	N1-NU-89-5 / 3151/1	
3151.2	DIVING AND HYPERBARIC SYSTEMS SAFETY CERTIFICATION	2. Hyperbaric Facilities Testing Records. Maintained by NAVSEASYSKOM, NAVFACENCOM. Exclude construction records filed under SSIC 11155.		Destroy after 7 years.	7	N1-NU-89-5 / 3151/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3750.3a	FLIGHT SAFETY AND ACCIDENT ANALYSIS RECORDS	3. AIRCRAFT HAZARD REPORTS. a. Original reports. Reports of observed unsafe conditions or procedural violations. Reports maintained by the Navy Safety Center, Norfolk, VA.		Destroy when 7 years old.	7	N1-NU-89-5 / 3750/3/A	
3760.1	FLIGHT RECORDS AND REPORTS	1. AIRCRAFT INSPECTION AND ACCEPTANCE (AIA) RECORD. Recorded on OPNAV 4970/141 the AIA identifies the aircraft Bureau number (BUNO), type, model, series, and reporting custodian. Report certifies aircraft readiness for flight by maintenance personnel and records fuel, oil, oxygen, and expendable ordnance on board.		Destroy upon safe completion of flight.	wnln	N1-NU-89-5 / 3760/1	
3000-49	Detainee Interrogation - "Low-Value":	Intelligence Interrogation and Detainee Debriefing Recordings and Reports-Routine. Files contain video and audio recordings and reports of intelligence interrogations and debriefings of detainees who have not been identified as "High Value." These recordings and reports are no longer needed for the purposes for which they were created, are not subject to any internal, legislative, or judicial inquiries, and have not been released to a foreign government.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	x		
3462.1	DETAINEE RECORDS	This series pertain to records (video, audio, and written) related to the interrogation or debriefing of detainees for foreign intelligence collection purposes. Written records may consist of transcribed interrogator notes, memoranda for the record, tactical interrogation reports, summary interrogation reports, contact memos, and all other related records of intelligence interrogations or detainee debriefings, herein referred to as "Reports." 1. Intelligence Interrogation and Detainee Debriefing Recordings and Reports-Routine. Files contain video and audio recordings and reports of intelligence interrogations and debriefings of detainees who have not been identified as "High Value." These recordings and reports are no longer needed for the purposes for which they were created, are not subject to any internal, legislative, or judicial inquiries, and have not been released to a foreign government.		Cutoff 6 months after case closure and transfer to WNRC. Destroy 6 years 3 months after cutoff.	7	N1-330-09-8 / 1	
3000-50	Intelligence Reports:	Information contributing to and compiling intelligence reports. Includes, but not limited to, intelligence center logs, project assignment reports, intelligence estimates, special intelligence and intelligence contract monitoring.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	x		
3800.8	GENERAL INTELLIGENCE RECORDS	8. INTELLIGENCE CENTER LOGS. A watch to watch record of the daily intelligence events occurring during each watch at intelligence centers. The logs also serve as a security register of on board personnel and visitors. Logs include the watch commander, personnel matters concerning the watch team, and an hourly listing of events.		Retire to nearest FRC when 2 years old. Destroy when 5 years old.	7	N1-NU-89-5 / 3800/8	
3810.3	INTELLIGENCE PLANNING AND MANAGEMENT RECORDS	3. PROJECT ASSIGNMENT RECORDS. Files of major actions assigned to fulfill intelligence production requirements, for use in preparing reports, internal capabilities studies, manpower utilization, and to reflect the scope of the production effort.		Destroy when 5 years old.	7	N1-NU-89-5 / 3810/3	
3811.1b	ESTIMATES AND STUDIES RECORDS	1. INTELLIGENCE ESTIMATES RECORDS. Analyses of the intentions, capabilities, and vulnerabilities of foreign powers, developed for use in operational planning. File includes published estimates as well as estimate requirements, reviews of war plans, and correspondence relating to the improvement of intelligence support. b. Background File. Records include requirements studies, review documents, correspondence, and published estimates distributed by other intelligence agencies.		Destroy when 5 years old.	7	N1-NU-89-5 / 3811/1/B	
3834.1	SPECIAL RECORDS	1. GENERAL CORRESPONDENCE FILE. Messages, correspondence, agreements and similar records relating to the dissemination of Special Intelligence Information within the Naval Operating Forces. Records are accumulated by DNI and Commander Naval Special Warfare Command, Coronado, CA.		Destroy when 5 years old.	7	N1-NU-89-5 / 3834/1	
3883.1	RESEARCH AND DEVELOPMENT SUPPORT RECORDS	1. CONTRACT MONITORING RECORDS. Correspondence and reports relating to performance monitoring of contractors performing research and development work for DON intelligence activities. Records are accumulated by program managers.		Destroy 6 years and 3 months after final payment on contract.	7	N1-NU-89-5 / 3883/1	
3000-51	General Correspondence (operations):	Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps operations. Excludes incoming/outgoing records of senior leadership such as CNO, CMC, General/Flag Officers and Senior Executives of the DON covered by 3000-1, 3000-2, 3000-3, 3000-4, and 5000-2.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x		
3000.7	GENERAL OPERATIONS AND READINESS RECORDS	7. CORRESPONDENCE FILES OF ALL OTHER NAVY AND MARINE CORPS ACTIVITIES. General correspondence files relating to the administration and operation of the activity and program records relating to implementation of policy. Exclude program records specifically designated as permanent records elsewhere in this manual.		Destroy when 2 years old.	3	N1-NU-89-5 / 3000/7	
3053.2	WARFARE TASKS RECORDS	2. GENERAL CORRESPONDENCE of a routine nature.		Destroy when 3 years old.	3	N1-NU-89-5 / 3053/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3070.4	OPERATIONS SECURITY RECORDS	4. GENERAL CORRESPONDENCE FILES. Correspondence relating to the routine administration of OPSEC programs.		Destroy when 2 years old.	3	N1-NU-89-5 / 3070/4	
3085.1a	OPERATIONAL ADP COMPUTER SOFTWARE	GENERAL CORRESPONDENCE (Primary Plans, Programs And Procedures) concerning Research and Development, Warfare Techniques and Operational Training and Readiness of ADP computer software. 1. Contract files, equipment/systems files and other similar correspondence or related papers. a. Informational Material and Working Papers.		Destroy when no longer required or when 3 years old, whichever is sooner.	3	N1-NU-89-5 / 3085/1/A	
3086.	SOFTWARE, SURFACE RECORDS	SOFTWARE, SURFACE RECORDS. GENERAL CORRESPONDENCE (Primary Plans, Programs And Procedures) concerning Research and Development, Warfare Techniques and Operational Training and Readiness of Surface Fleet Software.		Destroy when 3 years old.	3	N1-NU-89-5 / 3086	
3087.	SOFTWARE, SUBSURFACE RECORDS	SOFTWARE, SUBSURFACE RECORDS. GENERAL CORRESPONDENCE (Primary Plans, Programs And Procedures) concerning Research and Development, Warfare Techniques and Operational Training and Readiness of Subsurface Fleet Software.		Destroy when 3 years old.	3	N1-NU-89-5 / 3087	
3088.	SOFTWARE, SHORE RECORDS	SOFTWARE, SHORE RECORDS. GENERAL CORRESPONDENCE (Primary Plans, Programs And Procedures) concerning Research and Development, Warfare Techniques and Operational Training and Readiness of Shore Software.		Destroy when 3 years old.	3	N1-NU-89-5 / 3088	
3090.	COMMAND, CONTROL, AND COMMUNICATIONS (C3) RECORDS	COMMAND, CONTROL, AND COMMUNICATIONS (C3) RECORDS. GENERAL CORRESPONDENCE FILES. Files related to the Naval Telecommunications Systems (NTS) requirement in support of C3.		Destroy when 3 years old.	3	N1-NU-89-5 / 3090	
3100.2a	GENERAL OPERATIONS RECORDS	2. MARINE CORPS ACTIVITIES AND INDIVIDUAL OPERATING FORCE ACTIVITIES RECORDS. a. General Correspondence Files of Individual Fleet Command (Operating Forces) Activities. Files related to the routine internal operation and administration of the individual fleet activity.		Destroy when 2 years old.	3	N1-NU-89-5 / 3100/2/A	
3100.3a	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) a. General Correspondence Files.		Destroy when 2 years old.	3	N1-NU-89-5 / 3100/3/A	
3100.4c	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. c. Commanders Construction Battalions (COMCB/LANT/COMCBPAC) and Naval Construction Regiments Administrative Files. Records documenting the employment, movement, readiness, and field operations of construction forces including operational, logistic, and project planning. Include copies of OP Orders, Plans, and Public Affairs materials.		Forward to:NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneme, CA 93041 when 2 years old. Destroy when no longer required for historical program use.	wmln	N1-NU-89-5 / 3100/4/C	
3100.4d	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. d. Construction Unit Files. Correspondence, reports, tasking instructions, and related records that document the routine administration and operations of the unit. Include copy of command history, unit originated OP Orders, unit copies of muster rolls, unit newsletter files, and nonofficial photographs of construction projects and training exercises. Records are maintained by Mobile Construction Battalions (MCB), Amphibious Construction Battalions (ACS), Construction Battalion Detachments, Underwater Construction Teams, and Reserve Naval Mobile Construction Battalions.		Forward to:NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneme, CA 93041 when 2 years old. Destroy when no longer required for historical program use.	wmln	N1-NU-89-5 / 3100/4/D	
3110.1b	ADMINISTRATIVE ASSIGNMENT OF OPERATING FORCES OF THE NAVY RECORDS	1. RECORDS pertaining to initial administrative assignment or changes to the administrative organization of the operating forces of the Navy. b. All Other Files.		Destroy when 2 years old.	3	N1-NU-89-5 / 3110/1/B	
3111.1	HOMEPORTS AND YARDS AND PERMANENT DUTY STATIONS RECORDS	1. GENERAL CORRESPONDENCE, FILES, REPORTS, AND OTHER RECORDS. Files pertain to the homeports and permanent duty stations establishment, disestablishment, and modification of activities of the operating forces of the Navy.		Destroy when no longer needed for reference.	wmln	N1-NU-89-5 / 3111/1	
3120.1	OPERATING PROCEDURES, TASKS, AND EMPLOYMENT RECORDS	1. CORRESPONDENCE, REPORTS, AND OTHER PAPERS OF INDIVIDUAL FIELD ACTIVITIES. Files that document internal operating procedures or tasks and the employment or deployment of personnel and materials. Exclude Fleet Command (Flag File) records filed under SSK 3100 of this manual.		Destroy when 2 years old.	3	N1-NU-89-5 / 3120/1	
3123.4a	MOVEMENT REPORTS RECORDS	4. MOVEMENT REPORT CENTERS AND OFFICES RECORDS. a. General Correspondence Files. Files related to the operations and administration of movement report functions.		Destroy when 2 years old.	3	N1-NU-89-5 / 3123/4/A	
3123.4b	MOVEMENT REPORTS RECORDS	4. MOVEMENT REPORT CENTERS AND OFFICES RECORDS. b. Incoming Message Reporting Movements of the Fleet		Destroy when 1 year old.	3	N1-NU-89-5 / 3123/4/B	
3124.2	FLEET AIR OPERATIONS RECORDS	2. RECORDS OF FLEET ACTIVITIES. Files related to the routine internal operation and administration of air/space traffic.		Destroy when 2 years old.	3	N1-NU-89-5 / 3124/2	
3125.2	MARINE AVIATION RECORDS	2. GENERAL CORRESPONDENCE OF A ROUTINE INTERNAL NATURE.		Destroy when 3 years old.	3	N1-NU-89-5 / 3125/2	
3126.1	FLEET EMPLOYMENT SCHEDULES AND CHANGES RECORDS	1. RECORDS consist of employment schedules, changes, and general correspondence.		Destroy when 2 years old.	3	N1-NU-89-5 / 3126/1	
3160.3	GENERAL ASTRONOMICAL AND CHRONOMETRIC SUPPORT RECORDS	3. Incoming and outgoing message of a routine nature.		Destroy after 2 years.	3	N1-NU-89-5 / 3160/3	

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SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3170.1	GENERAL PORT OPERATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES AND REPORTS. Records related to the internal operation and administration of port operations at naval activities, including the operation of anchorage and berthing facilities and service craft and ships. Include liaison files with Coast Guard Port Control Officers.		Destroy when 2 years old.	3	N1-NU-89-5 / 3170/1	
3170.2b	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. b. General Correspondence Files Related to the Routine Internal Operation and Administration of the Office. Files include those of operating divisions and other organizational units, such as those of the operations officer, the officer in charge of service craft, and the ordnance officer.		Destroy when 2 years old.	3	N1-NU-89-5 / 3170/2/B	
3170.3a	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. a. General Correspondence Files. Files related to the routine internal operation and administration of the naval control of shipping offices.		Destroy when 3 years old.	3	N1-NU-89-5 / 3170/3/A	
3180.1	REPLENISHMENT RECORDS	1. GENERAL CORRESPONDENCE FILES OF A ROUTINE INTERNAL NATURE. Records include underway replenishment group schedules, load lists, message requests from fleet units for supplies.		Destroy when no longer needed.	wmln	N1-NU-89-5 / 3180/1	
3208.2	MARINE CORPS CRYPTOLOGIC POLICY AND OPERATIONS	2. GENERAL RECORDS. Organizational and administrative records maintained by Marine Corps Units.		Destroy when 2 years old.	3	N1-NU-89-5 / 3208/2	
3224.2	FIELD STATION OPERATIONS	2. General administrative and housekeeping records.		Destroy when 2 years old.	3	N1-NU-89-5 / 3224/2	
3262.	SIGSEC LAND BASED SYSTEMS	SIGSEC LAND BASED SYSTEMS. Records relating to SIGSEC Operations at field sites.		Destroy when 2 years old.	3	N1-NU-89-5 / 3262	
3300.2	GENERAL WARFARE PROCEDURES RECORDS	2. GENERAL CORRESPONDENCE FILES. Routine internal correspondence, background papers, working papers, and reference material.		Destroy when 3 years old.	3	N1-NU-89-5 / 3300/2	
3302.2	NAVY SPECIAL WARFARE OPERATIONS RECORDS	2. GENERAL FILES. Routine internal memorandums and correspondence, working papers, and background material.		Destroy when 4 years old.	7	N1-NU-89-5 / 3302/2	
3305.2	EVASION AND ESCAPE RECORDS	2. GENERAL FILES. Routine internal correspondence and memorandums.		Destroy when 4 years old.	7	N1-NU-89-5 / 3305/2	
3310.3	AERIAL RECORDS	3. GENERAL CORRESPONDENCE. Internal correspondence, working papers, informal staff studies, and reference files.		Destroy when 3 years old.	3	N1-NU-89-5 / 3310/3	
3320.2	AIR DEFENSE RECORDS	2. GENERAL CORRESPONDENCE FILES. Internal correspondence, working papers, informal staff studies, and reference files.		Destroy when 3 years old.	3	N1-NU-89-5 / 3320/2	
3330.3	SURFACE RECORDS	3. GENERAL CORRESPONDENCE FILES. Routine internal correspondence, working papers, informal staff studies, and reference files.		Destroy when 3 years old.	3	N1-NU-89-5 / 3330/3	
3340.1b	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS b. General Correspondence Files of Departments, Divisions, and Offices of Amphibious Bases. Files related to their office or division functions and essentially duplicated in the commanding officer's file covered in SSIC 3340, para. 1a. Files include reports made to higher authority and not specifically authorized elsewhere in this paragraph for other disposal.		Destroy when 2 years old.	3	N1-NU-89-5 / 3340/1/B	
3350.3	SUBMARINE MISSIONS RECORDS	3. GENERAL CORRESPONDENCE FILES. Files pertain to submarine missions and include copies of submarine patrols not covered in SSIC 3350, para. 1.		Destroy when 2 years old.	3	N1-NU-89-5 / 3350/3	
3360.2	ANTISUBMARINE RECORDS	2. GENERAL CORRESPONDENCE, RECORDS AND REPORTS.		Destroy when 2 years old.	3	N1-NU-89-5 / 3360/2	
3361.1b	SURFACE ANTISUBMARINE WARFARE (ASW)	1. SURFACE ASW RECORDS AND FILES. Records and files documenting the development and direction of specific surface ASW related programs as coordinated by DCNO (NB), platform sponsors and by cognizant Systems Commands. b. General Correspondence Records.		Destroy when 2 years old or no longer needed for reference, whichever is earlier.	3	N1-NU-89-5 / 3361/1/B	
3362.1b	AIR ANTISUBMARINE WARFARE (ASW)	1. AIR ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Air ASW related programs as coordinated by DCNO (NB), platform sponsors and by cognizant Systems Commands. b. General Correspondence Records.		Destroy when 2 years old or no longer needed for reference, whichever is earlier.	3	N1-NU-89-5 / 3361/1/B	
3363.1b	SUBSURFACE ANTISUBMARINE WARFARE (ASW)	1. SUBSURFACE ASW RECORDS AND FILES. Records and files documenting the development and direction of specific subsurface ASW related programs as coordinated by DCNO (NB), platform sponsors and by cognizant Systems Commands. b. General Correspondence Records.		Destroy when 2 years old or no longer needed for reference, whichever is earlier.	3	N1-NU-89-5 / 3363/1/B	
3364.1b	NON-ACOUSTIC ANTISUBMARINE WARFARE (ASW)	1. NON-ACOUSTIC ASW RECORDS AND FILES. Records and files documenting the development and direction of specific Non-acoustic ASW related programs as coordinated by DCNO (NB), platform sponsors and by cognizant Systems Commands. b. General Correspondence Records.		Destroy when 2 years old or no longer needed for reference, whichever is earlier.	3	N1-NU-89-5 / 3364/1/B	
3370.2	MINE (SEA AND LAND) RECORDS	2. MINING OPERATIONS REPORTS COPIES. Files accumulated by the operating forces or other actions relating to actual mining operations or to potential implementation of a mining operation. (Exclude fleet command and Department of Navy copies covered in SSIC 3100.)		Destroy when 2 years old or after reports are duplicated in files of higher authorities, whichever is later.	3	N1-NU-89-5 / 3370/2	
3380.2	HARBOR DEFENSE RECORDS	2. INTERNAL CORRESPONDENCE FILES. Files related to routine unit administration and general files.		Destroy when 2 years old.	3	N1-NU-89-5 / 3380/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3401.2	NUCLEAR RECORDS	2. GENERAL CORRESPONDENCE of a routine internal nature.		Destroy when no longer needed.	3	NI-NU-89-5 / 3401/2	
3402.2	BIOLOGICAL RECORDS	2. GENERAL CORRESPONDENCE of a routine internal nature.		Destroy when 3 years old.	3	NI-NU-89-5 / 3402/2	
3403.2	CHEMICAL RECORDS	2. GENERAL CORRESPONDENCE of a routine internal nature.		Destroy when 3 years old.	3	NI-NU-89-5 / 3403/2	
3410.3	PSYCHOLOGICAL RECORDS	3. GENERAL CORRESPONDENCE FILES. Files related to the routine administration of PSYOP matters.		Destroy when 1 year old.	3	NI-NU-89-5 / 3410/3	
3430.1b	ELECTRONIC WARFARE RECORDS	1. ELECTRONIC WARFARE RECORDS. Files document all matters pertaining to plans, policies, programs, and training in the area of electronic warfare originated by CNO. b. General Correspondence Records.		Destroy when 2 years old or no longer needed for reference, whichever is earlier.	3	NI-NU-89-5 / 3430/1/B	
3450.2	SHIPPING CONTROL RECORDS	2. GENERAL CORRESPONDENCE of a routine internal nature.		Destroy when 2 years old.	3	NI-NU-89-5 / 3450/2	
3490.4	COVER AND DECEPTION RECORDS	4. GENERAL CORRESPONDENCE FILES. Files relating to the routine administration of deception matters.		Destroy when 2 years old.	3	NI-NU-89-5 / 3490/4	
3520.1a(2)	ELECTRONICS (OTHER THAN NAVIGATIONAL AIDS) RECORDS	1. Fleet Airborne Electronics Training Units Records. a. General Correspondence (Subject) Files. (2) Files related to the routine internal operation and administration of the unit.		Destroy when 2 years old.	3	NI-NU-89-5 / 3520/1/A/2	
3522.1	SONAR RECORDS	1. GENERAL CORRESPONDENCE pertaining to Submarine Sonar Training and Readiness.		Destroy when 2 years old.	3	NI-NU-89-5 / 3522/1	
3523.1	COMMUNICATIONS RECORDS	1. GENERAL CORRESPONDENCE related to Training and Readiness.		Destroy when 2 years old.	3	NI-NU-89-5 / 3523/1	
3530.1a	NAVIGATION RECORDS	1. GENERAL CORRESPONDENCE related to Training and Readiness. a. Shore-Based and Headquarters Activities Records.		Destroy when 3 years old.	3	NI-NU-89-5 / 3530/1/A	
3530.1b	NAVIGATION RECORDS	1. GENERAL CORRESPONDENCE related to Training and Readiness. b. Active Ships Records.		Destroy when 2 years old.	3	NI-NU-89-5 / 3530/1/B	
3540.1	ENGINEERING RECORDS	1. GENERAL CORRESPONDENCE pertaining to Training and Readiness of Engineering.		Destroy when 3 years old.	3	NI-NU-89-5 / 3540/1	
3541.2	DAMAGE CONTROL RECORDS	2. GENERAL CORRESPONDENCE pertaining to Training and Readiness of Damage Control.		Destroy when 3 years old.	3	NI-NU-89-5 / 3541/2	
3561.1	RECOGNITION AND VISUAL IDENTIFICATION RECORDS	1. GENERAL CORRESPONDENCE pertaining to Training and Readiness of Recognition and Visual Identification.		Destroy when 3 years old.	3	NI-NU-89-5 / 3561/1	
3570.3b	ORDNANCE AND GUNNERY RECORDS	3. Gunnery Training General Correspondence, Messages, Etc. b. On Board Ships and Other Operational Activities.		Destroy when 3 years old.	3	NI-NU-89-5 / 3570/3/B	
3571.	ORDNANCE HANDLING AND DISPOSAL RECORDS	ORDNANCE HANDLING AND DISPOSAL RECORDS Messages, Records and Correspondence related to the Operation and Administration of Activities who receive, Store, Segregate, Issue and Dispose of Ordnance And Ammunition Items.		Destroy when 3 years old.	3	NI-NU-89-5 / 3571.	
3573.1	LANDING PARTY AND INFANTRY RECORDS	1. GENERAL CORRESPONDENCE Files relating to Training and Readiness of Landing Parties and Infantry.		Destroy when 2 years old.	3	NI-NU-89-5 / 3573/1	
3574.1	SMALL ARMS RECORDS	1. GENERAL RECORDS relating to the Joint Service Small Arms Program (JSSAP).		Destroy when 3 years old.	3	NI-NU-89-5 / 3574/1	
3574.2	SMALL ARMS RECORDS	2. FILES RELATING TO THE ROUTINE INTERNAL OPERATION AND ADMINISTRATION OF THE UNIT. Records and reports relating to marksmanship training and readiness with individual small arms to include copies of awards made to individuals. Exclude copies of awards filed in individual official military personnel file.		Destroy when 2 years old.	3	NI-NU-89-5 / 3574/2	
3600.1	GUIDED MISSILE (GENERAL) RECORDS	1. GENERAL CORRESPONDENCE of a routine internal nature.		Destroy when 3 years old.	3	NI-NU-89-5 / 3600/1	
3611.1b	ELECTRONIC SURVEILLANCE MEASURES (ESM)	1. ESM RECORDS AND FILES. Records and files document the direction and development of specific ESM related programs as coordinated by the Director of Space and Electronic Warfare (N6). b. General Correspondence Records.		Destroy when 3 years old or no longer needed for reference, whichever is earlier.	3	NI-NU-89-5 / 3611/1/B	
3612.1b	ELECTRONIC COUNTERMEASURES (ECM)	1. ECM RECORDS AND FILES. Records and files document the development and direction of specific ECM-related programs as coordinated by the Director of Space and Electronic Warfare (N6) and Systems Commands managing the systems. b. General Correspondence Records.		Destroy when 3 years old or no longer needed for reference, whichever is earlier.	3	NI-NU-89-5 / 3612/1/B	
3613.1b	ELECTRONIC COUNTER COUNTERMEASURES (ECCM)	1. ECCM RECORDS AND FILES. Records and files document the development and direction of specific ECCM related programs as coordinated by the Director of Space and Electronic Warfare (N6). b. General Correspondence Records.		Destroy when 3 years old or no longer needed for reference, whichever is earlier.	3	NI-NU-89-5 / 3613/1/B	
3700.4	GENERAL FLIGHT/AIR SPACE RECORDS	4. CORRESPONDENCE, COPIES OF REPORTS, AND OTHER RECORDS. Files related to the internal operation and administration of air and space traffic and servicing facilities for locally based or transient craft.		Destroy when 2 years old.	3	NI-NU-89-5 / 3700/4	
3722.3	TRAFFIC CONTROL RECORDS	3. GENERAL CORRESPONDENCE FILES. Files pertain to Air Defense Identification Zone (ADIZ) and Department of Defense Flight Information Publications (FLIPS).		Destroy when superseded or no longer required for reference, whichever is earlier.	wnin	NI-NU-89-5 / 3722/3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3800.4	GENERAL INTELLIGENCE RECORDS	4. ADMINISTRATIVE FILES. Files relating to the routine internal operation and administration of the intelligence office.		Destroy when 2 years old.	3	N1-NU-89-5 / 3800/4/	
3810.2b	INTELLIGENCE PLANNING AND MANAGEMENT RECORDS	2. INTELLIGENCE PLANNING RECORDS. Studies, plans and correspondence reflecting the development and establishment of DOD, Joint, DIA, and Navy operational immediate and long-range intelligence plans; war gaming; liaison with the Unified and Specified Commands. b. Files maintained by all other offices.		Destroy when cancelled or superseded.	wnln	N1-NU-89-5 / 3810/2/B	
3860.1	JOINT AND COMBINED INTELLIGENCE	1. ADMINISTRATIVE RECORDS. Files relating to the routine internal operation and administration of the Navy sections of joint and combined intelligence centers.		Destroy when 2 years old.	3	N1-NU-89-5 / 3860/1	
3870.1	INTELLIGENCE TRAINING RECORDS	1. ADMINISTRATIVE FILES. Records of the day to day administration and operations of training institutions sponsored by ONI and records of training conducted at the local level by commands and activities with an intelligence mission. Included are class lists, rosters, records of attendance and completion, instructor reports, attrition reports and similar records.		Destroy when 2 years old.	3	N1-NU-89-5 / 3870/1	

3000-52	General Operations:	Information relating to general transactions and the day-to-day administration and operation of programs. This includes but is not limited to station journals, status reports, instrument readings, construction and equipment maintenance, officer and specialist logs, minor incident reports, diving log, port control daily electronic files.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x		
3000.8b	GENERAL OPERATIONS AND READINESS RECORDS	8. STATION JOURNALS. A daily journal in which is recorded important information and noteworthy occurrences in the administration of Navy shore stations. b. Informal Station Journals maintained 1974 and later. Historically significant data for the command is included in the Command History filed under SSIC 5757 of this manual.		Destroy when 2 years old.	3	N1-NU-89-5 / 3000/8/B	
3005.5b	CIVIL DEFENSE RECORDS	5. EMERGENCY REPORTING FILES. Correspondence, messages, reports and related records that document assistance provided by the Department of the Navy (DON) to civil authorities as a result of civil unrest, violation of Federal law, and civil defense emergencies and other emergency conditions except natural disaster operations. Include initial, daily, interim, and final operations reports. b. Report files maintained by participating operating force units.		Destroy when 2 years old.	3	N1-NU-89-5 / 3005/5/B	
3006.1b	NATURAL DISASTER CONTROL RECORDS	1. NATURAL DISASTER RELIEF OPERATIONS REPORTING FILES. Correspondence, reports, messages, and related records that document DON response to natural disasters and other humanitarian relief efforts. Include damage estimates, initial and interim situation reports, and final reports. b. Report files maintained by participating operating force units.		Destroy when 2 years old.	3	N1-NU-89-5 / 3006/1/B	
3040.1	CASUALTIES AND CASUALTY REPORTING RECORDS	1. OFFICIAL FILES of reports maintained by CNO or HQMC.		Destroy when 1 year old.	3	N1-NU-89-5 / 3040/1	
3043.1	ELECTRONICS (RADAR) CASUALTIES	1. OFFICIAL FILES of reports maintained by the Program Manager.		Destroy when 3 years old.	3	N1-NU-89-5 / 3043/1	
3044.1	ELECTRONICS (SONAR) CASUALTIES	1. OFFICIAL FILES of reports maintained by the Program Manager.		Destroy when 3 years old.	3	N1-NU-89-5 / 3044/1	
3045.1	ELECTRONICS (COMMUNICATIONS) CASUALTIES	1. OFFICIAL FILES of reports maintained by the Program Manager.		Destroy when 3 years old.	3	N1-NU-89-5 / 3045/1	
3046.1	ELECTRONICS (OTHER) CASUALTIES	1. OFFICIAL FILES of reports maintained by the Program Manager.		Destroy when 3 years old.	3	N1-NU-89-5 / 3046/1	
3047.1	PERSONNEL CASUALTIES (SHORTAGES)	1. OFFICIAL FILES of reports that attribute casualty to shortages of personnel maintained by the Bureau of Naval Personnel.		Destroy when 3 years old or when necessary changes to personnel allowances have been made, whichever is sooner.	3	N1-NU-89-5 / 3047/1	
3080.1	GENERAL RELIABILITY AND MAINTAINABILITY (R&M) RECORDS	1. GENERAL CORRESPONDENCE FILE. Correspondence, reports, and other records that reflect the general reliability and maintainability of Fleet use equipment. Included are effects analyses, failure analysis and evaluation reports, maintainability design criteria summaries, and level and skill analyses. Records are accumulated by the DCNO (Resources, Warfare Requirements and Assessments) (NR) and the Director of Space and Electronic Warfare (NS).		Destroy when 3 years old.	3	N1-NU-89-5 / 3080/1	
3085.1	OPERATIONAL ADP COMPUTER SOFTWARE	GENERAL CORRESPONDENCE (Primary Plans, Programs And Procedures) concerning Research and Development, Warfare Techniques and Operational Training and Readiness of ADP computer software. 1. Contract files, equipment/systems files and other similar correspondence or related papers.		Destroy when 3 years old.	3	N1-NU-89-5 / 3085/1/A	
3093.3	STANDARDS OF INTEROPERABILITY	3. GENERAL CORRESPONDENCE RECORDS. These files include records and other papers related to ensuring standard configuration and interoperability within and between the joint services, except where otherwise documented in this manual.		Destroy when information no longer required.	wnln	N1-NU-89-5 / 3093/3	moved up to be with like records

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3100.3d(1)(a)	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) d. Dehumidification (D/H) Records. (1) Instrument readings, including zone and package readings, hygrometer checks, and periodic readings and reports on D/H. (a) If summarized to show elapsed time to reach 30% humidity, average hours per day D/H machines operate to maintain 30% relative humidity, and prolonged or marked deviation from required average humidity.		Destroy when 2 years old.	3	N1-NU-89-5 / 3100/3/D/1/A	
3100.4e	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. e. Officer of the Day Battalion Logs.		Destroy when 2 years old.	3	N1-NU-89-5 / 3100/4/E	
3100.4g(1)	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. g. Monthly Reports of Operations. (1) Prepared by deployed units.		Destroy when 2 years old.	3	N1-NU-89-5 / 3100/4/G/1	
3100.4g(2)	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. g. Monthly Reports of Operations. (2) Prepared by Construction Battalion Detachments and Reserve Construction Force Units.		Cut off files annually. Forward to NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneme, CA 93041 when 2 years old. Destroy when no longer required for historical program use.	3	N1-NU-89-5 / 3100/4/G/2	
3100.4h(2)	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. h. Logistics Records. (2) All other records.		Destroy when 2 years old.	3	N1-NU-89-5 / 3100/4/H/2	
3100.4i(1)	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. i. Construction Maintenance Records. (1) Records related to construction schedules, project requirements for material and equipment, technical services, technical field assistance to naval construction forces, plans for projects assigned them (brigades and regiments only). Correspondence related to employment schedules of naval construction forces (brigades only).		Destroy when 2 years old.	3	N1-NU-89-5 / 3100/4/I/2/A/2	
3100.4i(2)(a)2	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. i. Construction Maintenance Records. (2) Work progress and other reports related to the operation and performance of plants, power, equipment, and installations. (a) When summary reports are made. 2. All other activities.		Destroy when 1 year old.	3	N1-NU-89-5 / 3100/4/I/2/B/1	
3100.4i(2)(b)1	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. i. Construction Maintenance Records. (2) Work progress and other reports related to the operation and performance of plants, power, equipment, and installations. (b) When summary reports are not made. 1. Permanent units.		Destroy 2 years after plant is closed.	3	N1-NU-89-5 / 3100/4/I/2/B/1	
3100.4i(3)(b)1	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. i. Construction Maintenance Records. (3) Records relating to maintenance work such as shop schedules, progress reports, status reports, and related data. (b) When summary reports are not made 1. Permanent units.		Destroy when 1 year old.	3	N1-NU-89-5 / 3100/4/I/3/B/1	ch. 11 - Installations/facilities
3100.4i(4)(a)	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. i. Construction Maintenance Records. (4) Logs of operations, equipment and installations. (a) When summary reports are made.		Destroy when 1 year old.	3	N1-NU-89-5 / 3100/4/I/4/A	ch. 11 - Installations/facilities
3100.4i(4)(b)1	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. i. Construction Maintenance Records. (4) Logs of operations, equipment and installations. (b) When summary reports are not made. 1. Permanent units.		Destroy 2 years after plant is closed.	3	N1-NU-89-5 / 3100/4/I/4/B/1	ch. 11 - Installations/facilities
3100.4i(5)(a)	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. i. Construction Maintenance Records. (5) Work orders, work requests, and related papers. (See SSIC 4200 for job purchase orders.) (a) Permanent units.		Destroy 1 year after completion of project.	3	N1-NU-89-5 / 3100/4/I/5/A	ch. 11 - Installations/facilities

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3100.4(2)(b)2	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. 1. Construction Maintenance Records. (2) Work progress and other reports related to the operation and performance of plants, power, equipment, and installations. (b) When summary reports are not made. 2. Mobile units.		Destroy after completion of project, after plant is closed, or 3 months after deployment, whichever is later.	wnln	N1-NU-89-5 / 3100/4/2/B/2	moved up to be with like records
3100.4(4)(b)2	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. 1. Construction Maintenance Records. (4) Logs of operations, equipment and installations. (b) When summary reports are not made. 2. Mobile units.		Destroy when project is completed or plant is closed, whichever is earlier.	wnln	N1-NU-89-5 / 3100/4/4/B/2	moved up to be with like records
3100.4(5)(b)	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. 1. Construction Maintenance Records. (5) Work orders, work requests, and related papers. (See SSIC 4200 for job purchase orders.) (b) Mobile units.		Destroy after deployment.	wnln	N1-NU-89-5 / 3100/4/1/S/B	
3100.6a	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. a. Quartermaster's Notebook.		Destroy 3 years after the date of the last entry.	3	N1-NU-89-5 / 3100/6/A	
3100.6b	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. b. Commanding Officer's Night and Day Order Books.		Destroy when 2 years old.	3	N1-NU-89-5 / 3100/6/B	
3100.6c	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. c. Engineering Logs and Engineer's Bell Book.		Destroy 3 years after the date of the last entry.	3	N1-NU-89-5 / 3100/6/C	
3100.6d	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. d. Magnetic Compass Records.		Destroy 1 year from date of the last entry.	3	N1-NU-89-5 / 3100/6/D	
3100.6h	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. h. Navigator's Workbooks and Records. Include coastal books, loran logs, sight record books, direction finder logs, fathometer readings and soundings.		Destroy when 3 years old.	3	N1-NU-89-5 / 3100/6/H	
3100.6j	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. j. Port Clearance Records.		Destroy when 1 year old.	3	N1-NU-89-5 / 3100/6/I	
3121.3	OPERATION PLANS AND ORDERS RECORDS	3. OP-ORDERS ORIGINATED BY NAVY AND MARINE CORPS UNITS SUBORDINATE TO THE FLEET COMMAND LEVEL.		Destroy 3 years after cancelled or superseded.	3	N1-NU-89-5 / 3121/3	
3121.5a	OPERATION PLANS AND ORDERS RECORDS	5. EXERCISE OP-ORDERS. Operations Orders prepared by the officer conducting the exercise for fleet, routine, and specialized training exercises to increase level of Fleet readiness. Exclude copy included with the final exercise report. a. Routine Exercises.		Destroy when 2 years old.	3	N1-NU-89-5 / 3121/5/A	
3122.1	MILITARY-MEDICAL-DENTAL GUARDSHIP ASSIGNMENT RECORDS	1. CORRESPONDENCE, REPORTS, AND OTHER RECORDS. Records related to guardship assignments including the employment of Marine security guard forces.		Destroy when 3 years old.	3	N1-NU-89-5 / 3122/1	
3123.1	MOVEMENT REPORTS RECORDS	1. CORRESPONDENCE, ORDERS, AND RELATED RECORDS concerning the movement of aircraft, ships, and other craft.		Destroy when 3 years old.	3	N1-NU-89-5 / 3123/1	
3123.2	MOVEMENT REPORTS RECORDS	2. MOVEMENT REPORTS. Reports of arrival and departure, vessel operations, or related movement concerning naval craft including logs and other control or scheduling records relating to craft movements within an activity's area maintained by field activities and not specifically covered elsewhere in SSICs 3120-3129. (Exclude MOVREPS in the Navy Operations Support Systems (SSIC 3092.1.))		Destroy when 2 years old.	3	N1-NU-89-5 / 3123/2	
3123.3	MOVEMENT REPORTS RECORDS	3. CONTROL OF SHIPPING OFFICES AND NAVAL PORT CONTROL OFFICES MOVEMENT RECORDS.		Destroy when 2 years old.	3	N1-NU-89-5 / 3123/3	
3128.1	VISITS OF SHIPS RECORDS	1. GENERAL CORRESPONDENCE, FILES, REPORTS, AND OTHER RECORDS. Records pertaining to visits by ships, including visits of U.S. ships to foreign ports and visits of foreign ships to U.S. ports. Records include policy, procedures and instructions for coordination of port visits; regulations prescribed by the Navy or host government; requests, modifications, approvals, and disapprovals of port visit and diplomatic clearance requests; reports of conditions experienced or incidents that occurred; and any post visit reports.		Destroy when 3 years old. Maintain instructions until cancelled or superseded.	3	N1-NU-89-5 / 3128/1	
3130.2	SEARCH AND RESCUE (SAR) RECORDS	2. AGREEMENTS RECORDS. Formal agreements and supporting papers relating to SAR operations involving foreign, federal, state, local, and private organizations.		Destroy 1 year after agreement is terminated.	3	N1-NU-89-5 / 3130/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3130.6	SEARCH AND RESCUE (SAR) RECORDS	6. SAR MISSION AND INCIDENT REPORTS. Exclude reports filed with Flag files under SSIC 3100.1.		Destroy when 1 year old.	3	N1-NU-89-5 / 3130/6	
3140.2	NAVAL OCEANOGRAPHY PROGRAM RECORDS	2. GENERAL RECORDS. Files of third echelon and subordinate oceanography commands. Files and records documenting the organization of the command; accomplishment of plans, studies, projects; essential transactions of the command (ship riders guides, procedures, reports, report templates, logs and specifications, survey the technical specifications, CONOPS, ship schedules, ship parameters, ship CASREPs, SITREPs survey data, product and product dissemination transmittals), data/information product archiving.		Destroy after 2 years.	3	N1-NU-07-7 / 2	
3150.2	DIVING AND HYPERBARIC SYSTEMS OPERATIONS	2. COMMAND DIVING LOG. Legal record of details of each dive or hyperbaric exposure conducted.		Destroy after 3 years from date of last entry.	3	N1-NU-89-5 / 3150/2	
3150.4	DIVING AND HYPERBARIC SYSTEMS OPERATIONS	4. GENERAL CORRESPONDENCE FILES. Files pertaining to the Navy diving program including copies of accident reports, safety surveys, etc.		Destroy when 2 years old.	3	N1-NU-89-5 / 3150/4	
3151.4	DIVING AND HYPERBARIC SYSTEMS SAFETY CERTIFICATION	4. GENERAL CORRESPONDENCE FILES. Files and records pertaining to system certification including requests for certification and correspondence on deficiency corrective action.		Destroy when 3 years old.	3	N1-NU-89-5 / 3151/4	
3170.2c	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. c. Daily Shipping Report Files. Records prepared by port control officers or senior officers afloat. Records contain shipping data regarding naval and merchant marine ships in the area, such as information on arrivals, departures, and scheduled departures, port schedules, ships present, and other information regarding naval and merchant marine ships in port.		Destroy when 1 year old.	3	N1-NU-89-5 / 3170/2/C	
3170.2d	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. d. Periodic Statistical Reports Reflecting the Nature and Volume of Ship Movements.		Destroy when 3 years old.	3	N1-NU-89-5 / 3170/2/D	
3170.2g	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. g. Service Craft Reports. Related memoranda and correspondence concerning the cleaning, inspection and maintenance of service craft and the care of equipment and stores.		Destroy when 1 year old.	3	N1-NU-89-5 / 3170/2/G	
3170.3i	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. i. Naval Control of Shipping Reserve Program Records. Correspondence, reports, orders, mobilization plans, and similar records relating to the administration of the Naval Reserve Naval Control of Shipping Program. Exclude Primary Program Records of Commander Military Sealift Command filed under SSIC 4620.1 and Commander Naval Reserve Force filed under SSIC 1001.1.		Destroy when 3 years old.	3	N1-NU-89-5 / 3170/3/I	
3170.3j(2)	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. j. Peacetime Exercise Records (2) Participating Unit Files. Exercise message traffic, logs, and similar records relating to the conduct of exercises. Include copies of exercise reports and OP-Orders.		Destroy when 1 year old.	3	N1-NU-89-5 / 3170/3/J/2	
3171.1	ANCHORAGE AND BERTHING RECORDS	1. ANCHORAGE AND BERTHING REPORTS. Monthly or other periodic reports of ships anchored or berthed in the area, including ships of the inactive reserve fleet.		Destroy when 2 years old.	3	N1-NU-89-5 / 3171/1	
3171.2	ANCHORAGE AND BERTHING RECORDS	2. BERTHING RECORDS. Cards, lists, or other records of berthing assignments for ships and other craft anchored in the local area.		Destroy 1 year after craft is reassigned or leaves the area.	3	N1-NU-89-5 / 3171/2	
3172.1	VESSEL BOARDING RECORDS	1. BOARDING REPORTS. Reports of boarding of merchant vessels by Navy Port Control Officers for purposes of inspection for compliance with U.S. and local laws.		Destroy when 1 year old.	3	N1-NU-89-5 / 3172/1	
3200.2	CRYPTOLOGY GENERAL RECORDS	2. GENERAL CORRESPONDENCE. Correspondence, reports, and other records relating to cryptology maintained by commands subordinate to CND, CMC, and COMNAVSECGRUCOM.		Destroy when 2 years old.	3	N1-NU-89-5 / 3200/2	
3206.2	CRYPTOLOGY AND COMMAND, CONTROL AND COMMUNICATIONS (C3)	2. GENERAL FILES. Records include resource allocation documents, budget and funding files, and management files maintained by 3rd echelon and subordinate activities.		Destroy when 2 years old.	3	N1-NU-89-5 / 3206/2	
3209.2	NAVRESSECGRU OPERATIONS AND POLICY	2. RESERVE UNIT RECORDS. Training records and correspondence files maintained by NAVRESSECGRU Units.		Destroy when 2 years old.	3	N1-NU-89-5 / 3209/2	
3222.	PROCESSING AND REPORTING	PROCESSING AND REPORTING. Records relating to SIGINT processing, reporting and dissemination methods and manpower. Exclude directives and procedural instructions filed under SSIC 3220.		Destroy when 2 years old.	3	N1-NU-89-5 / 3222	
3226.	SIGINT DIRECT SERVICE. TEXTA (Technical Extracts from Traffic Analysis)	SIGINT DIRECT SERVICE. TEXTA (Technical Extracts from Traffic Analysis)		Destroy when evaluated and reported or when 1 year old, whichever is earlier.	wnln	N1-NU-89-5 / 3226	
3227.	TARGET COMMUNICATIONS SYSTEMS	TARGET COMMUNICATIONS SYSTEMS. Case files relating to information that is Foreign Communications System Specific. Exclude reports submitted to Commander Naval Security Group Command and filed under SSIC 3200.		Destroy when 2 years old.	3	N1-NU-89-5 / 3227	
3230.2	FLEET CRYPTOLOGIC SUPPORT	2. Reports of training visits, technical assistance and similar supporting operations.		Destroy when 2 years old.	3	N1-NU-89-5 / 3230/2	
3241.	TECHNICAL GUIDANCE UNIT (TGU) OPERATIONS (AND EQUIPMENT)	TECHNICAL GUIDANCE UNIT (TGU) OPERATIONS (AND EQUIPMENT). Records relating to all TGU operations and equipment. Include operating, maintenance, and installation instructions pertaining to Beaconry, specific frequencies used and other active EW devices.		Destroy when cancelled or superseded or when 2 years old, whichever is later.	wnln	N1-NU-89-5 / 3241	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3252.	ELINT SYSTEMS PROCESSING AND REPORTING	ELINT SYSTEMS PROCESSING AND REPORTING. Records relating to ELINT Processing, reporting, dissemination, and evaluation. Include parametric data.		Destroy when 2 years old.	3	N1-NU-89-5 / 3252	
3254.	ELINT TECHNICAL SUPPORT	ELINT TECHNICAL SUPPORT. Records relating to repair services and specialized training provided to fleet units with ELINT Mission Capabilities.		Destroy when 3 years old.	3	N1-NU-89-5 / 3254	
3261.	SIGSEC AFLOAT OPERATIONS	SIGSEC AFLOAT OPERATIONS Records relating to SIGSEC Operations Afloat. Included are operating instructions, routine inspections records, and specific and General Tactical Application Program Guidance.		Destroy when 3 years old.	3	N1-NU-89-5 / 3261	
3264.	COMSEC TELEPHONE MONITORING (TELMON) PROGRAM.	COMSEC TELEPHONE MONITORING (TELMON) PROGRAM. Logs, reports and other related records that document monitoring of telephone lines to determine vulnerabilities in COMSEC Systems and Procedures.		Destroy when 3 years old.	3	N1-NU-89-5 / 3264	
3267.	COMSEC ADVICE AND ASSISTANCE PROGRAM.	COMSEC ADVICE AND ASSISTANCE PROGRAM. Reports of Technical Assistance Visits conducted by COMNAVSECGRUCOM.		Destroy upon completion of next visit or when 3 years old, whichever is sooner.	wnln	N1-NU-89-5 / 3267	moved up to be with like records
3270.3	HIGH FREQUENCY DIRECTION FINDING (HFDF) OPERATIONS	3. Log sheets, frequency assignments, tracking/plot sheets and similar records maintained at field sites.		Destroy when 2 years old.	3	N1-NU-89-5 / 3270/3	
3340.1d	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS d. Logs of Incoming and Outgoing Craft		Destroy when 1 year old.	3	N1-NU-89-5 / 3340/1/D	
3340.1g	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS g. Authorization for Release of Boats from the Amphibious Base.		Destroy when 1 year old.	3	N1-NU-89-5 / 3340/1/G	
3340.1i	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS i. Boat Engineering and Repair Survey Reports.		Destroy when 1 year old.	3	N1-NU-89-5 / 3340/1/I	
3340.1j	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS j. Work and Job Order Files.		Destroy when 3 years old.	3	N1-NU-89-5 / 3340/1/J	
3340.1k	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS k. Availability Lists. Files show overhaul schedules for craft and daily shop work records.		Destroy when 1 year old.	3	N1-NU-89-5 / 3340/1/K	
3340.1l	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS l. Shop Files. Files related to jobs assigned and completed and to the administration of the shop including job jackets.		Destroy when 2 years old.	3	N1-NU-89-5 / 3340/1/L	
3440.2	DISASTER CONTROL RECORDS	2. GENERAL CORRESPONDENCE FILES. Files of disaster preparedness functions involving nuclear materials or biological or chemical substances and natural disasters. (Exclude records covered in SSIC 3440, para. 1.)		Destroy when 2 years old.	3	N1-NU-89-5 / 3440/2	
3470.2	COLD WEATHER RECORDS	2. PROTECTIVE CLOTHING RECORDS. Logs, ledgers, receipts, and similar records relating to the issue of foul weather or wet weather protective clothing to shipboard personnel.		Destroy when 1 year old.	3	N1-NU-89-5 / 3470/2	
3480.6	COMBAT AND ACTION REPORTS RECORDS	6. ORIGINATOR AND INFORMATION COPIES OF WARFARE REPORTS. Reports submitted to higher authority as prescribed in Chapter 1 of NWIP 10-1.		Destroy when 2 years old.	3	N1-NU-89-5 / 3480/6	
3490.3	COVER AND DECEPTION RECORDS	3. UNIT AND PERSONNEL TRAINING FOR TACTICAL DECEPTION. Records consist of training curricula, texts, and lesson plans originated by CNO, Fleet Commanders, and Chief of Naval Education and Training as well as individual training records for tactical deception techniques.		Destroy 3 years after training is completed.	3	N1-NU-89-5 / 3490/3	
3500.2b	GENERAL TRAINING AND READINESS RECORDS	2. AIR RESERVE READINESS REPORTS. Reports show units, state of readiness, personnel strength, qualifications, and aircraft data. b. Feeder reports from units and activity copies of reports.		Destroy when 1 year old.	3	N1-NU-89-5 / 3500/2/B	
3501.1	OPERATIONAL READINESS AND CAPABILITIES RECORDS	1. GENERAL CORRESPONDENCE FILES. Reports, correspondence, studies, and similar records concerning the operational readiness and capabilities of combat, combat support, and combat service support units of the Navy.		Destroy when 2 years old.	3	N1-NU-89-5 / 3501/1	
3501.2	OPERATIONAL READINESS AND CAPABILITIES RECORDS	2. OPERATIONAL READINESS INSPECTIONS (ORI) RECORDS. Final reports of operational readiness inspections.		Destroy when 3 years old.	3	N1-NU-89-5 / 3501/2	
3502.1	TRAINING PLANS AND REQUIREMENTS RECORDS	1. COMMAND TRAINING PLANS. Individual command's training records, include schedules, results of practice exercises, and reports identifying weaknesses.		Destroy when 2 years old.	3	N1-NU-89-5 / 3502/1	
3541.1	DAMAGE CONTROL RECORDS	1. RECORDS created at headquarters level directing the overall Navy effort in ship damage control readiness.		Destroy when 3 years old.	3	N1-NU-89-5 / 3541/1	
3550.1	TRAINING RANGES	1. RECORDS relating to the Design, Development, Test and Evaluation, Production and Support of Navy Range Instrumentation Systems.		Destroy when 2 years old.	3	N1-NU-89-5 / 3550/1	
3551.1	TRAINING RANGE INSTRUMENTATION	1. CORRESPONDENCE, REPORTS, and MESSAGES used to Support Fleet Readiness and Test and Evaluation Ranges.		Destroy when 2 years old.	3	N1-NU-89-5 / 3551/1	
3560.1	COMBAT INFORMATION CENTER LOGS	1. COMBAT INFORMATION CENTER LOGS.		Destroy when 3 years old.	3	N1-NU-89-5 / 3560/1	
3570.1b	ORDNANCE AND GUNNERY RECORDS	1. ORDNANCE DISPOSAL TRAINING; GENERAL CORRESPONDENCE, MESSAGES, ETC. b. Field and Operational Activities.		Destroy when 3 years old.	3	N1-NU-89-5 / 3570/1/B	
3570.2	ORDNANCE AND GUNNERY RECORDS	2. ORDNANCE DISPOSAL Training Records, Logs, Etc., at Operational Activities.		Destroy when 3 years old.	3	N1-NU-89-5 / 3570/2	
3570.4	ORDNANCE AND GUNNERY RECORDS	4. Gunnery Training; Logs, Records, Etc., on Board Ships and other Operational Activities.		Destroy when 3 years old.	3	N1-NU-89-5 / 3570/4	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3574.3	SMALL ARMS RECORDS	3. PRACTICE AND TESTING RECORDS. Records include reorganization reports, rifle and pistol line sheets and scoring sheets.		Destroy when 1 year old.	3	N1-NU-89-5 / 3574/3	
3590.1	COMPETITION AND AWARDS RECORDS	1. RECORDS, INCLUDING REPORTS, RELATING TO TRAINING AND READINESS COMPETITIONS AND AWARDS. Files include copies of awards made to individuals. (Exclude copies filed in individual's service records.)		Destroy when 2 years old.	3	N1-NU-89-5 / 3590/1	
3591.1	MARKSMANSHIP RECORDS	1. MARKSMANSHIP PRACTICE AND TESTING RECORDS. Files include organizational reports and rifle, pistol line, and pit score sheets.		Destroy when 1 year old.	3	N1-NU-89-5 / 3591/1	
3760.9	FLIGHT RECORDS AND REPORTS	9. FLIGHT CERTIFICATES and RECORDS of completed flight time used to substantiate the issuance of flight certificates.		Destroy when 3 years old. Units scheduled to be decommissioned or deactivated, retire records to nearest FRC until eligible for destruction.	3	N1-NU-89-5 / 3760/9	
3760.10	FLIGHT RECORDS AND REPORTS	10. AVIATION TRAINING REPORTS. Reports of training received by aviators and flight personnel. Includes squadron training records.		Destroy when 2 years old.	3	N1-NU-89-5 / 3760/10	
3760.14	FLIGHT RECORDS AND REPORTS	14. SQUADRON LOGS.		Destroy when 3 years old.	3	N1-NU-89-5 / 3760/14	
3800-53	General Operations - Intelligence	Information relating to general intelligence transactions and the day-to-day administration and operation of intelligence programs. This includes but is not limited to status reports, project proposals, routine counterintelligence investigations, case file administration, and language training.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year or case closure. Destroy 3 years after cutoff.	x		
3800.7	GENERAL INTELLIGENCE RECORDS	7. VESSEL FILES. Records include boarding reports, crew lists, and cargo manifests.		Destroy when 2 years old.	3	N1-NU-89-5 / 3800/7	
3800.9	GENERAL INTELLIGENCE RECORDS	9. COASTAL INFORMATION FILES. Reference files of intelligence offices consisting of information on coastal areas such as codes and signals, distress calls, aids to navigation, signal lights, and related commerce and travel reports.		Destroy when 1 year old.	3	N1-NU-89-5 / 3800/9	
3820.1	INTELLIGENCE COLLECTION RECORDS	1. PROPOSALS FILES. Correspondence and related records relating to the presentation of proposals for the collection of intelligence not developed into collection requirements.		Destroy when 2 years old.	3	N1-NU-89-5 / 3820/1	
3820.2	INTELLIGENCE COLLECTION RECORDS	2. INTELLIGENCE COLLECTION RECORDS. Records pertaining to the review, validation, coordination, analysis, and evaluation of raw intelligence.		Destroy when 2 years old.	3	N1-NU-89-5 / 3820/2	
3820.3	INTELLIGENCE COLLECTION RECORDS	3. COLLECTION REQUIREMENTS RECORDS. Correspondence, messages and other documents pertaining to levy and collection action.		Destroy when 3 years old.	3	N1-NU-89-5 / 3820/3	
3830.1	INTELLIGENCE DISSEMINATION RECORDS	1. GENERAL CORRESPONDENCE FILES. Correspondence, messages, reports and other records accumulated incident to disseminating intelligence reports, publications, and other records; supporting agreements; interpreting general release policies; and substantiating requirements or the recipients of intelligence products. Exclude dissemination records for special intelligence filed under SSIC 3834 and dissemination of Acoustic Intelligence filed under SSIC 3835.		Destroy 2 years after requirement is cancelled	3	N1-NU-89-5 / 3830/1	
3840.	OPERATIONAL INTELLIGENCE RECORDS GENERAL CORRESPONDENCE FILES	OPERATIONAL INTELLIGENCE RECORDS; GENERAL CORRESPONDENCE FILES. Plans, orders, studies, and related documents concerning intelligence support and interface with current operations in a tactical environment. Included are pertinent defense-wide plans applicable to the theater or area of operations. Records are accumulated Fleet/Force Commanders.		Destroy when 2 years old.	3	N1-NU-89-5 / 3840	
3850.2a(2)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. a. Counterintelligence Investigations/Reports of a Routine Nature. Reports of CI investigations (including requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material), informational reports and special inquiries into actual, potential or suspected violations of laws, regulations, and directives (excluding investigations covered under SSIC 5580, paragraphs 4a-b) and defections by DON personnel. Also includes security violations, to include investigations that reveal compromise, but not espionage, and reports and investigations of subversion and espionage resolved favorably. (2) Other copies.		Destroy 1 year after case closure. Early destruction is authorized if records are no longer needed.	3	N1-NU-88-2 / 3850/2/A/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3850.2b(2)	COUNTER INTELLIGENCE (CI) RECORDS	<p>2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission.</p> <p>b. Major CI investigations. Investigation of actual, potential or suspected espionage, subversion, sabotage, treason, terrorism, defections by DOD personnel involving collaboration or security issues or other major investigations or special inquiries of a counterintelligence nature. Includes requests for and results of polygraph examinations, forensic lab examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material.</p> <p>Privacy Act: N0552D-2 (2) Other copies.</p>		Destroy 1 year after case closure or, if extended retention is required, when no longer needed.	3	N1-NU-98-2 / 3850/2/B/2	
3850.2c(2)	COUNTER INTELLIGENCE (CI) RECORDS	<p>2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission.</p> <p>c. Counterintelligence Sources. Information containing data about individuals who have been used as sources of CI information by Navy; details on use or activities of source which are necessary to confirm operational use of source, or future claims against Navy by source or heirs of source. Included are agreements, contract, information reports, financial reports, audiovisual products and related information.</p> <p>(2) Other Copies.</p>		Destroy 1 year after case closure or when no longer needed, whichever is earlier.	3	N1-NU-98-2 / 3850/2/C/2	
3850.2d(2)	COUNTER INTELLIGENCE (CI) RECORDS	<p>2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission.</p> <p>d. Counterintelligence Special Operations. Information on requests and results of special operations such as counterespionage, counter subversion and counter sabotage or programs conducted by or with the Navy. Information is generally filed under the project indicator for specific operation or program. Included are correspondence, reports, plans and similar or related information and audiovisual products and requests for and results of oral, wire, and electronic intercepts. (Actual identity of source is in records contained under SSIC 3850, para. 2c)</p> <p>(2) Other copies.</p>		Destroy 1 year after end of operation or program or when no longer needed, whichever is later.	3	N1-NU-98-2 / 3850/2/D/2	
3850.2e(2)	COUNTER INTELLIGENCE (CI) RECORDS	<p>2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission.</p> <p>e. Reciprocal Investigative Files. Files related to requests from other Federal agencies (Federal Bureau of Investigation, Department of State, etc.) for investigative assistance.</p> <p>(2) The basis for the request is a CI personnel security matter regarding DoD affiliated or non-DoD affiliated individuals.</p>		Destroy when 1 year old.	3	N1-NU-98-2 / 3850/2/E/2	
3850.2i	COUNTER INTELLIGENCE (CI) RECORDS	<p>2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission.</p> <p>i. OPSEC Support Surveys. Information on investigative or collection activities in support of operations security management when the circumstances do not include a specific criminal act to be investigated.</p>		Destroy after next comparable survey, discontinuance of facility or after 3 years, whichever is sooner.	3	N1-NU-98-2 / 3850/2/I	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3850.2g	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. g. CI Briefings. Consists of requests for, records of and copies of CI briefings covering topics such as threat, technology transfer and counterterrorism.		Destroy after 1 year or when no longer needed, whichever is later.	3	N1-NU-98-2/ 3850/2/G	moved to be with like records
3850.2j(2)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. j. CI Studies. Contains all-source information on various CI topics of interest to the Department of the Navy. (2) Information (paper or electronic) furnished to NCISHQ by field elements for use in making study.		Destroy (delete) after 2 years.	3	N1-NU-98-2/ 3850/2/J/2	
3850.2k(2)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. k. Foreign National Marriages. Investigations involving marriage between DON personnel and foreign nationals. (2) All other cases.		Cut off at case closure. Destroy 1 year after case closure.	3	N1-NU-98-2/ 3850/2/K/2	
3850.2l(2)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. l. Visa Applicants. Investigations to determine the eligibility for a visa to enter the United States of foreign national spouses of DON employees. (2) All other cases.		Cut off at case closure. Destroy 1 year after case closure.	3	N1-NU-98-2/ 3850/2/L/2	
3850.2n(1)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. n. Espionage Hotline Records. Information, correspondence, preliminary inquiries, audiotape recordings and memoranda of telephone conversations relating to information received by NCIS Espionage Hotline. (1) Information not referred. Records of vague or other allegations not warranting investigation or further documentation.		Destroy after 2 years	3	N1-NU-01-5 / 3	
3850.2p(1)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCIS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCIS' mission. p. Case administrative documents. Includes administrative documents associated with the case or the administration of the case (SSIC 3850.2a(1) and 2b(2)) retained at the creating office. These records may be retained in either hardcopy or electronic/imagined format. Privacy Act: N05520-4. (1) Case file copy and administrative documents.		Destroy/delete 1 year after case closure. Early destruction is authorized if records are no longer needed.	3	N1-NU-06-6 / 1	
3850.3b(4)	COUNTER INTELLIGENCE (CI) RECORDS	5. POLYGRAPH EXAMINATION RECORDS. b. Counterintelligence Security Polygraph (CSP) Program Records. Information created in support of the CSP Program. A CSP package includes CSP briefing form, Report of Investigation (ROI), statistical and technical data sheet, question sheets, charts, numerical evaluation form, consent form, medical waiver, personal data sheet and interview log. Also includes audiotapes. (4) Other copies of records created by 3850.3b(1).		Destroy when 2 years old.	3	N1-NU-09-2 / 1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3876.2	INTERROGATION/TRANSLATION RECORDS	2. LANGUAGE TRAINING LOGBOOKS. Logbooks maintained by Marine Corps interpreters.		Destroy 2 years after last entry.	3	N1-NU-89-5 / 3876/2	
3879.1	ACOUSTIC RECORDS	1. BRIEFING FILES. Command briefings and supporting materials used in familiarization training of operating force units in all phases of acoustic intelligence.		Destroy when 2 years old.	3	N1-NU-89-5 / 3879/1	
3880.2	INTELLIGENCE SUPPORT FUNCTIONS RECORDS	2. MANAGEMENT SUPPORT TO INTELLIGENCE DETACHMENTS AND LIAISON ACTIVITIES. Correspondence, messages, and reports relating to management support to Navy and Marine Corps detachments and liaison activities in the areas of manning, personnel assignment, security, administration, and logistics.		Destroy when 2 years old.	3	N1-NU-89-5 / 3880/2	
3890.1c	INTELLIGENCE PRODUCTION RECORDS	1. INTELLIGENCE REPORTS. Intelligence Reports (IR's) and Unevaluated Intelligence Information Reports (UIR's) received from military/defense attaches and other intelligence gathering activities. c. IR's and Attaché Reports from naval activities, DIA, or other Service intelligence components accumulated by the ONI dated 1 January 1961 or later. The record copy maintained by the DIA will be transferred to NARA as a permanent record.		Destroy when 2 years old.	3	N1-NU-89-5 / 3890/1/C	
3890.4	INTELLIGENCE PRODUCTION RECORDS	4. PRODUCTION SCHEDULE RECORDS. Correspondence and reports relating to the annual schedule of programmed and intelligence products. Include Navy input to Defense Intelligence Production Schedule (DIPS).		Destroy when 2 years old	3	N1-NU-89-5 / 3890/4	

3000-54	General Operations - RDT&E:	Information relating to general transactions and the day-to-day administration and operation of Research, Development, Test, and Evaluation (RDT&E) programs. This includes but is not limited to progress reports, feasibility studies, contractor technical evaluations, contract technical plans, disapproved research proposals, patent clause records, and project plans.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x		
3900.2	GENERAL RDT&E RECORDS	2. GENERAL CORRESPONDENCE FILES. Files of activities and offices performing research and development functions that relate to the routine internal operation and administration of the activity.		Destroy when 2 years old.	3	N1-NU-89-5 / 3900/2	
3900.7a(2)	GENERAL RDT&E RECORDS	7. PROGRESS REPORT RECORDS. Reports on ongoing and recently completed R&D projects that are submitted by research facilities, laboratories, or project managers to higher authority. Reports generally show initiation, objectives, approach, progress, and degree of completion for R&D projects. Files include feeder reports and related papers. a. Research and Technology (R&T) Work Unit Summary (DD 1498). Summary progress reports on all ongoing R&D projects. (2) Reporting Office Copy. Paper copy or in machine-readable form.		Retain on board. Destroy when 2 years old.	3	N1-NU-89-5 / 3900/7/A/2	
3900.15b	GENERAL RDT&E RECORDS	15. FEASIBILITY STUDY FILES. Files relating to exploration of the feasibility of unsolicited proposals for projects received from individuals. b. Rejected Proposals.		Destroy 1 year after completion of investigation.	3	N1-NU-89-5 / 3900/15/B	
3900.16b	GENERAL RDT&E RECORDS	16. CONTRACTOR INDEPENDENT RESEARCH AND DEVELOPMENT (IR&D) PROGRAM RECORDS. Records created by contractor-funded research and development not otherwise sponsored by a contract or grant and falling under one of three broad categories; basic and applied research, development, or systems and concept formulation. b. Technical evaluation forms, technical evaluation summary reports and related documents accumulated by evaluating activities.		Destroy when 3 years old.	3	N1-NU-89-5 / 3900/16/B	
3900.16c	GENERAL RDT&E RECORDS	16. CONTRACTOR INDEPENDENT RESEARCH AND DEVELOPMENT (IR&D) PROGRAM RECORDS. Records created by contractor-funded research and development not otherwise sponsored by a contract or grant and falling under one of three broad categories; basic and applied research, development, or systems and concept formulation. c. Contractor technical plans not containing Navy lead responsibilities.		Destroy when 1 year old.	3	N1-NU-89-5 / 3900/16/C	
3900.18	GENERAL RDT&E RECORDS	18. LOGS OR OTHER CONTROL RECORDS. Records for project task assignments, project approvals or disapprovals, or research procurement justifications and approvals.		Destroy when 2 years old or upon completion of project, whichever is later.	3	N1-NU-89-5 / 3900/18	
3900.19a	GENERAL RDT&E RECORDS	19. ONR BRANCH OFFICES' RECORDS. a. GENERAL CORRESPONDENCE FILES and REPORTS of ONR Branch Offices.		Destroy when 2 years old.	3	N1-NU-89-5 / 3900/19/A	
3900.19b	GENERAL RDT&E RECORDS	19. ONR BRANCH OFFICES' RECORDS. b. ONR Periodic Reports. Copies of reports submitted to DNR, Washington DC or to other higher authority and copies of reports received from other branch offices.		Destroy when 1 year old.	3	N1-NU-89-5 / 3900/19/B	
3900.19c	GENERAL RDT&E RECORDS	19. ONR BRANCH OFFICES' RECORDS. c. Status Reports. Reports submitted periodically by contractors to report on progress of scientific projects.		Destroy when 2 years old or after technical report has been issued, whichever is later.	3	N1-NU-89-5 / 3900/19/C	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3900.19e	GENERAL RDT&E RECORDS	19. ONR BRANCH OFFICES' RECORDS. e. Disapproved Proposals for Research Projects or Contracts. Correspondence and other documents relating to rejected or disapproved proposals for research projects. Proposals may be received from individuals, commercial firms, private institutions, and others.		Destroy when 2 years old, provided the proposal is still in a "rejected" status.	3	N1-NU-89-5 / 3900/19/E	
3900.19f	GENERAL RDT&E RECORDS	19. ONR BRANCH OFFICES' RECORDS. f. Correspondence Pertaining to General Naval Research or Scientific Matters. (Exclude files not relating to a specific project, contract, or proposal.		Destroy when 2 years old.	3	N1-NU-89-5 / 3900/19/F	
3900.19j	GENERAL RDT&E RECORDS	19. ONR BRANCH OFFICES' RECORDS. j. Patent Clause (Contract) Records. Card or other index record of designated contracts containing patent clauses, and of inventions reported, agreements obtained and assignments and licenses approved there under.		Retain 2 years after termination of contract or 2 years after termination of patent agreement, whichever is earlier.	3	N1-NU-89-5 / 3900/19/J	
3900.19k	GENERAL RDT&E RECORDS	19. ONR BRANCH OFFICES' RECORDS. k. General Correspondence Files Accumulated by ONR Branch Offices. Files pertaining to naval contract matters and related functions. (Exclude correspondence relating to specific contracts and filed in contract case files.)		Destroy when 2 years old.	3	N1-NU-89-5 / 3900/19/K	
13000.7b(1)	GENERAL AERONAUTICAL AND ASTRONAUTICAL MATERIAL RECORDS	7. Technical Reports. These reports are prepared in connection with a project or task and summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data and join all elements of logistic support necessary for the operation and maintenance of aeronautical systems, weapons, and related equipment into a single package. b. Design reports. Files prepared by aircraft and weapons systems design staffs and reports submitted by the contractor or field activity explaining how they will meet specified design requirements. (1) Design validation reports. Analyses submitted by the contractor or field activity which contain sufficient detail to assure demonstrated compliance with the design parameters as stated in the contract specifications which may include calculations for stress and fatigue life and justification for material required.		Retain on board. Destroy when superseded or after life of the item has expired.	with	NC1-NU-84-2 / 13000/7/B/1	

3000-55	Strategy and Doctrine - Working Papers:	Information created to support the development of tactical doctrine. Includes studies, surveys, reports, tests and evaluations and other records used for reference in the development of policy, procedures and tactics.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x		
3514.1	INTER TYPE TAC D&E RECORDS	1. SOURCE MATERIAL. Reports, exercise evaluations and other records used in the development of Battle Group level tactics. Tactics deal with the employment of multiple ships of diverse types together with submarines, aircraft and other assets. Records are accumulated by Fleet Commanders in Chief.		Destroy when 2 years old.	3	N1-NU-89-5 / 3514/1	
3515.1	SUBMARINE WARFARE TAC D&E RECORDS	1. SOURCE MATERIAL. Reports, tests and evaluations, and other records used in the development of individual submarines procedures for optimum employment of personnel, equipment, and systems to provide an effective fighting unit. Records are accumulated by COMOPTEVFOR, Naval Doctrine Command, and Fleet Commander in Chiefs (CINCS).		Destroy when 2 years old.	3	N1-NU-89-5 / 3515/1	
3516.1	SURFACE WARFARE TAC D&E RECORDS	1. Source Material. Reports, tests and evaluations, and other records used in the development of individual surface ship procedures for optimum employment of personnel, equipment, and systems to provide an effective fighting unit. Records are accumulated by COMOPTEVFOR, Naval Doctrine Command, and Fleet CINCS.		Destroy when 2 years old.	3	N1-NU-89-5 / 3516/1	
3517.1	AIR WARFARE TAC D&E RECORDS	1. SOURCE MATERIAL. Reports, tests and evaluations, and other records used in the development of individual aircraft procedures for optimum employment of personnel, equipment, and systems to provide an effective fighting unit. Records are accumulated by COMOPTEVFOR, Naval Doctrine Command, and Fleet CINCS.		Destroy when 2 years old.	3	N1-NU-89-5 / 3517/1	

3000-56	Transient Records:	Information related to U.S. Navy and Marine Corps operations that has minimal or no documentary or evidential value.	Trigger(s)	TEMPORARY: Destroy when 6 x months old. Destroy when superseded or no longer needed for reference, whichever is earlier.	x		
3070.5	OPERATIONS SECURITY RECORDS	5. OPSEC TRAINING MATERIALS. Lesson plans, course outlines, exercises, and other training materials.		Destroy when superseded or no longer needed for reference, whichever is earlier.	with	N1-NU-89-5 / 3070/5	
3100.34(2)	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) d. Dehumidification (D/H) Records. (2) Completed D/H job orders.		Destroy 6 months after posted to the relevant history card or D/H machinery and equipment.	<1	N1-NU-89-5 / 3100/3/D/2	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3100.4(2)(a)1	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. I. Construction Maintenance Records. (2) Work progress and other reports related to the operation and performance of plants, power, equipment, and installations. (a) When summary reports are made. 1. Battalions.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3100/4/12/A/1	
3100.4(a)(a)	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. I. Construction Maintenance Records. (3) Records relating to maintenance work such as shop schedules, progress reports, status reports, and related data. (a) When summary reports are made.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3100/4/13/A	
3100.4(a)(b)2	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. I. Construction Maintenance Records. (3) Records relating to maintenance work such as shop schedules, progress reports, status reports, and related data. (b) When summary reports are not made 2. Mobile units.		Destroy 3 months after deployment.	<1	N1-NU-89-5 / 3100/4/13/B/2	
3100.6f	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. f. Navigational Timepiece Rate Books.		Destroy 3 months after book is filled.	<1	N1-NU-89-5 / 3100/6/F	
3100.6l	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. I. Condition Inspection Reports and Check off Sheets. Conditions that may affect the safety or operation of the vessel that are maintained by the First Lieutenant.		Destroy when 3 months old.	<1	N1-NU-89-5 / 3100/6/L	
3101.1a(1)	ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS.	1. Video Monitoring Records. Pertains to ships equipped with video cameras/systems capable of capturing and storing video records in electronic format that are used to provide monitoring of a ship's passage ways, equipment, weapons systems, flight decks, manned and unmanned areas, etc. Video monitoring may be conducted within numerous areas both within and outside of the ship's structure. a. Routine Monitoring. Records consisting of electronic video monitoring data captured and stored in electronic format, of monitored locations in which no event has occurred as defined in subparagraphs 1b through 1d of this SSIC during the time period in which the monitoring occurred. (1) Video frame rates less than or equal to 5 frames per second.		Destroy when 2 days old.	<1	N1-NU-10-3 / 1	
3101.1a(2)	ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS.	1. Video Monitoring Records. Pertains to ships equipped with video cameras/systems capable of capturing and storing video records in electronic format that are used to provide monitoring of a ship's passage ways, equipment, weapons systems, flight decks, manned and unmanned areas, etc. Video monitoring may be conducted within numerous areas both within and outside of the ship's structure. a. Routine Monitoring. Records consisting of electronic video monitoring data captured and stored in electronic format, of monitored locations in which no event has occurred as defined in subparagraphs 1b through 1d of this SSIC during the time period in which the monitoring occurred. (2) Video frame rates greater than 5 frames per second.		Destroy after 8 hours.	<1	N1-NU-10-3 / 2	
3101.2a	ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS.	2. Communications Records. Pertains to ships having equipment or systems capable of capturing and recording electronically various forms of internal and external communications, both within and outside the structure of the ship. Internal communications records are electronic records of communications conducted via electronic means and within the structure of the ship, such as but not limited to internal communication networks (nets), internal telephone, general announcing system, portable intra-ship radio, sound powered phones, etc. External communications records are electronic records of communications conducted via electronic means with sources outside the structure of the ship, such as but not limited to ship-to-ship, ship-to-shore, shore-to-ship, ship-to-aircraft, aircraft-to-ship, ship-to-satellite, satellite-to-ship, etc. a. Routine Monitoring. Records consist of electronic communications data captured and stored in electronic format in which no event has occurred as defined in subparagraphs 2b through 2d of this SSIC during the time period in which the monitoring occurred.		Destroy when 2 days old.	<1	N1-NU-10-3 / 6	
3130.3	SEARCH AND RESCUE (SAR) RECORDS	3. SAR SUPPORT CONTROL RECORDS. Lists of organizations participating in SAR operations and locations of facilities.		Destroy when cancelled or superseded.	w/inf	N1-NU-89-5 / 3130/3	moved to be with file records
3130.5	SEARCH AND RESCUE (SAR) RECORDS	5. SAR EXERCISES AND DRILLS RECORDS. Reports of exercises conducted by Navy units to test response to emergency situations.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3130/5	
3143.2	DATA ANALYSIS RECORDS	2. Navigation Database. Track plots, coverage plots.		Destroy data when no longer needed.	w/inf	N1-NU-07-7 / 9	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3143.3	DATA ANALYSIS RECORDS	9. Quality-Controlled Physical Oceanographic Data Sets. Oceanographic data sets with QC flags set by OceanQC, NOPEDES, MOODS QC, acoustics, and other quality control systems and processes.		Destroy when no longer needed.	w/n	N1-NU-07-7 / 10	
3170.2e(2)	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. e. Movement Files. Files of naval port control offices containing operating and movement data on ships whose operations are of interest to the naval base or the naval port control officer. (2) Duplicate copies of reports.		Destroy 6 months after the official record copies are forwarded to the operations division of the associated fleet command.	<1	N1-NU-89-5 / 3170/2/E/2	
3170.2h	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. h. Operational Performance Records of Engines of Service Craft.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3170/2/H	
3215.	SIGINT EQUIPMENT RESOURCES	SIGINT EQUIPMENT RESOURCES. Records relating to current equipment inventories, capabilities and funding data.		Destroy when no longer required.	w/n	N1-NU-89-5 / 3215	
3239.	SHORE SYSTEMS	SHORE SYSTEMS. Records relating to cryptologic shore-based systems. Exclude record copies of software, operating instructions, and configuration drawings maintained by CSS/NSA.		Destroy when no longer required.	w/n	N1-NU-89-5 / 3239	
3253.	ELINT SYSTEMS DATA BASE	ELINT SYSTEMS DATA BASE Navy input to, and extracts from, the data base. Data base is maintained by NSA.		Destroy when no longer required.	w/n	N1-NU-89-5 / 3253	
3268.2	COMSEC BRIEFING AND FILMS	2. Briefings conducted by Subordinate Units and Operational Commanders.		Destroy when no longer required.	w/n	N1-NU-89-5 / 3268/2	
3340.1f	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS f. Boat Assignment Records. Files show issuance of boats to major craft for shipboard operation use.		Destroy 6 months after boat is returned.	<1	N1-NU-89-5 / 3340/1/F	
3462.3	DETAINEE RECORDS	This series pertain to records (video, audio, and written) related to the interrogation or debriefing of detainees for foreign intelligence collection purposes. Written records may consist of transcribed interrogator notes, memoranda for the record, tactical interrogation reports, summary interrogation reports, contact memos, and all other related records of intelligence interrogations or detainee debriefings, herein referred to as "Reports." 3. Interrogator Working Files. Hand written notes, drafts, and other similar working papers accumulated for preparation of communications, "Reports" (as defined in the series description of this series), or other actions. These working papers are no longer needed for the purposes for which they were created, are not subject to any internal, legislative, or judicial inquiries, and have not been released to a foreign government. This excludes Interrogator working files for high-value detainees maintained under para. 2 of this series.		Destroy upon incorporation into final communication, report, or other action.	w/n	N1-330-09-8	
3520.1b	ELECTRONICS (OTHER THAN NAVIGATIONAL AIDS) RECORDS	1. Fleet Airborne Electronics Training Units Records. b. Officer Flight Training Folders. Folders consist of examination sheets, flight check sheets, and other papers used in qualifying pilots in the use of specialized electronic equipment.		Destroy 3 months after information is recorded in officer jackets (qualification or other) and in pilot log books.	<1	N1-NU-89-5 / 3520/1/B	
3531.2	AIDS TO NAVIGATION RECORDS	2. Charts, Oceanographic Office Publications, Notices to Mariners, Etc., at Shore Activities, on Board Ships, Aircraft Squadrons, and Operational Staffs.		Destroy when obsolete, superseded, or no longer needed for reference	w/n	N1-NU-89-5 / 3531/2	
3560.2	COMBAT INFORMATION CENTER LOGS	2. DEAD RECKONING TRACES (DRT) FOR ROUTINE OPERATIONS		Destroy when 3 months old.	<1	N1-NU-89-5 / 3560/2	
3722.1	TRAFFIC CONTROL RECORDS	1. TRAFFIC CONTROL RECORDS. Files related to the internal control of air and space traffic, including arrival and departure logs and records relating to the supervision of clearance and other traffic control functions.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3722/1	
3722.2a	TRAFFIC CONTROL RECORDS	2. AIRCRAFT CLEARANCE AND ARRIVAL REPORTS a. Local Clearance Notices.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3722/2/A	
3722.2b	TRAFFIC CONTROL RECORDS	2. AIRCRAFT CLEARANCE AND ARRIVAL REPORTS b. All Other Reports.		Destroy when 3 months old.	<1	N1-NU-89-5 / 3722/2/B	
3760.5	FLIGHT RECORDS AND REPORTS	5. DAILY FLIGHT LOGS AND LOGS OF VISITING AIRCRAFT.		Destroy 6 months after date of last entry.	<1	N1-NU-89-5 / 3760/5	
3760.6	FLIGHT RECORDS AND REPORTS	6. OPERATIONS LOGS. Logs accumulated by operations departments of flight activities, including control tower records.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3760/6	
3760.7	FLIGHT RECORDS AND REPORTS	7. FLIGHT PLANS.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3760/7	
3760.8	FLIGHT RECORDS AND REPORTS	8. SQUADRON FLIGHT SCHEDULES.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3760/8	
3770.1	CIVIL AVIATION RECORDS	1. CLEARANCE and ARRIVAL REPORTS of non government aircraft using navy facilities.		Destroy when 6 months old.	<1	N1-NU-89-5 / 3770/1	
3800.11	GENERAL INTELLIGENCE RECORDS	11. INTELLIGENCE REFERENCE RECORDS. Finished intelligence documentation published by a member of the intelligence community other than Navy. Include printed reports or processed materials, photographs, and maps accumulated by intelligence offices as a reference file or for library research purposes.		Destroy when cancelled or superseded	w/n	N1-NU-89-5 / 3800/11	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3821.1	HUMAN RECORDS	1. BIOGRAPHIC RECORDS. Biographic information on foreign military service personnel of intelligence interest.		Destroy when no longer needed to support current requirements.	w/n	N1-NU-89-5 / 3821/1	
3821.2	HUMAN RECORDS	2. HUMAN SOURCE RECORDS. Raw, unprocessed intelligence information received from human sources. Include information obtained from émigré phase of naval intelligence.		Destroy when intelligence report has been produced.	w/n	N1-NU-89-5 / 3821/2	
3822.1	PHOTOGRAPHIC RECORDS	1. COLLECTION OPERATIONS PHOTOGRAPHY. Photographs produced or assembled during specific intelligence collection operations.		Destroy when intelligence report has been produced.	w/n	N1-NU-89-5 / 3822/1	
3824.1	SPECIAL RECORDS	1. GENERAL FILES. Raw unprocessed intelligence information accumulated from special intelligence collection operations.		Destroy when intelligence report has been produced.	w/n	N1-NU-89-5 / 3824/1	
3850.2p(2)	COUNTER INTELLIGENCE (CI) RECORDS	2. NCS COUNTERINTELLIGENCE RECORDS. Consists of information on non-combat activities threatening the security or involving the disruption or subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies; counterintelligence operational material; and investigative and informational data documenting other types of investigations or activities consistent with NCS' mission. p. Case administrative documents. Includes administrative documents associated with the case or the administration of the case (SSIC 3850.2a(1) and 2b(2)) retained at the creating office. These records may be retained in either hardcopy or electronic/imagined format. Privacy Act: N05520-4. (2) Case tracking and file management form.		Destroy/delete 90 days after the case file copy is destroyed/deleted.	<1	N1-NU-06-6 / 2	
3850.3b(3)(a)	COUNTER INTELLIGENCE (CI) RECORDS	3. POLYGRAPH EXAMINATION RECORDS. b. Counterintelligence Security Polygraph (CSP) Program Records. Information created in support of the CSP Program. A CSP package includes CSP briefing form, Report of Investigation (ROI), statistical and technical data sheet, question sheets, charts, numerical evaluation form, consent form, medical waiver, personal data sheet and interview log. Also includes audiotapes. (3) Audio tape recordings of routine CSP examinations. (a) Recordings with No Significant Response (NSR).		Erase after 90 days. Early destruction is authorized if records are no longer needed.	<1	N1-NU-88-2 / 3850/3/3/A	
3900.7c	GENERAL ROT&E RECORDS	7. PROGRESS REPORT RECORDS. Reports on ongoing and recently completed R&D projects that are submitted by research facilities, laboratories, or project managers to higher authority. Reports generally show initiation, objectives, approach, progress, and degree of completion for R&D projects. Files include feeder reports and related papers. c. Feeder Reports Used for Compilation of Consolidated Reports.		Destroy upon submission of consolidated report.	w/n	N1-NU-89-5 / 3900/7C	moved to be with like records

3900-57	Subordinate Command Instructions and Publications	Implementing directives and instructions issued or maintained by subordinate commands.	Trigger(s)	TEMPORARY: Destroy when cancelled or superseded.	x		
3052.1	FUNCTIONS RECORDS	1. RECORDS of Naval Warfare Mission areas as contained in Required Operational Capability (ROC)/Projected Operational Environment (POE) Mission Statement Directives.		Destroy when cancelled or superseded or when 5 years old, whichever is sooner.	w/n	N1-NU-89-5 / 3052/1	
3070.2	OPERATIONS SECURITY RECORDS	2. OPSEC Implementing directives maintained by all other commands and offices.		Destroy when cancelled or superseded.	w/n	N1-NU-89-5 / 3070/2	
3093.4	STANDARDS OF INTEROPERABILITY	4. PUBLICATIONS, INSTRUCTIONS, AND MEMORANDA OF AGREEMENT. Includes specifications, doctrine, and guidance pertaining to standards and interoperability.		Destroy when superseded, cancelled or no longer required.	w/n	N1-NU-89-5 / 3093/4	
3130.4	SEARCH AND RESCUE (SAR) RECORDS	4. PROCEDURE FILES. Plans, OP-Order Annexes, Tactical Publications, Watch Quarter and Station Assignment Bills, and instructions that detail individual activities response in SAR missions.		Destroy when cancelled or superseded.	w/n	N1-NU-89-5 / 3130/4	
3238.2	CRYPTOLOGIC SHORE SUPPORT ACTIVITIES	Records relating to operational information pertaining to Central Security Service Activities (CSSA'S) worldwide. 2. Policy Directives, Procedural Instructions, and Technical Support Directives.		Destroy when cancelled or superseded.	w/n	N1-NU-89-5 / 3238/2	
3240.2	ELECTRONIC WARFARE SUPPORT	2. Implementing directives and instructions issued or maintained by subordinate commands.		Destroy when cancelled or superseded.	w/n	N1-NU-89-5 / 3240/2	
3242.	SIGNAL CHARACTERISTICS IDENTIFICATION SYSTEMS.	SIGNAL CHARACTERISTICS IDENTIFICATION SYSTEMS. Publications/instructions listing the signal characteristics of friendly and hostile radars and other electronic/electromagnetic equipment.		Destroy when cancelled or superseded.	w/n	N1-NU-89-5 / 3242	
3250.2	ELECTRONIC INTELLIGENCE (ELINT) OPERATIONS	2. ELINT Operating instruction and procedures provided to operating force units.		Destroy when cancelled and superseded.	w/n	N1-NU-89-5 / 3250/2	
3251.	ELINT COLLECTION SYSTEMS	ELINT COLLECTION SYSTEMS. Operating and maintenance instructions for ELINT related hardware items.		Destroy when cancelled or superseded.	w/n	N1-NU-89-5 / 3251	
3270.2	HIGH FREQUENCY DIRECTION FINDING (HFDF) OPERATIONS	2. Procedures and Operating Instructions for Narrow Band (NB) and Wide Band (WB) HFDF Operations conducted at field sites.		Destroy when cancelled or superseded.	w/n	N1-NU-89-5 / 3270/2	
3440.3	DISASTER CONTROL RECORDS	3. DISASTER PREPAREDNESS (NUCLEAR, BIOLOGICAL, CHEMICAL AND ACT OF GOD) INSTRUCTIONS.		Destroy when cancelled or superseded.	w/n	N1-NU-89-5 / 3440/3	
3470.1	COLD WEATHER RECORDS	1. SPECIAL EQUIPMENT OPERATING PROCEDURES FOR USE IN ARCTIC/COLD WEATHER OPERATING AREAS. Records consist of Navy and manufacturers manuals, field change kits, bulletins, cold weather alert notices, and similar material.		Destroy when cancelled or superseded.	w/n	N1-NU-89-5 / 3470/1	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3490.1b	COVER AND DECEPTION RECORDS	1. DECEPTION POLICY AND OPERATIONS DIRECTIVES AND PLANS. b. Directives and Plans issued by 4th Echelon and subordinate commands.		Retain on board. Destroy when cancelled, superseded or no longer required.	w/nln	N1-NU-89-5 / 3490/1/B	
3710.	GENERAL OPERATING INSTRUCTIONS	GENERAL OPERATING INSTRUCTIONS		Destroy when cancelled or superseded.	w/nln	N1-NU-89-5 / 3710	
3720.1	ALL WEATHER FLYING RECORDS	1. INSTRUMENT APPROACH Procedures Charts and Pilot's Handbook.		Destroy when cancelled or superseded.	w/nln	N1-NU-89-5 / 3720/1	
3721.	NAVIGATIONAL AIDS RECORDS	NAVIGATIONAL AIDS RECORDS. Charts, tables, frequency designations and technical specifications of electronic aids to navigation.		Destroy when cancelled or superseded.	w/nln	N1-NU-89-5 / 3721	
3730.	EMERGENCY PROCEDURES RECORDS	EMERGENCY PROCEDURES RECORDS		Destroy when cancelled or superseded.	w/nln	N1-NU-89-5 / 3730	
3810.1	INTELLIGENCE PLANNING AND MANAGEMENT RECORDS	1. DEFENSE WIDE INTELLIGENCE PLANS. Published plans on Continuity of Operations Plans (COOP), Crisis Management Plan (CRIMP) and related Navy background papers.		Destroy when superseded or obsolete	w/nln	N1-NU-89-5 / 3810/1	
3810.4	INTELLIGENCE PLANNING AND MANAGEMENT RECORDS	4. INTELLIGENCE REQUIREMENTS RECORDS. Guidelines, standards, and comments from, National Level, Presidential, DOD, OSD, JCS, DIA, Unified and Specified Commanders, and DNI regarding requirements for Intelligence matters.		Destroy when superseded, obsolete, or no longer required for planning purposes.	w/nln	N1-NU-89-5 / 3810/4	
3835.1	ACOUSTIC RECORDS	1. PROCEDURAL FILES. Special procedures for the internal dissemination of information derived from ocean sensors and other acoustic devices to the Navy Operating Forces.		Destroy when cancelled or superseded.	w/nln	N1-NU-89-5 / 3834/1	
3890.2	INTELLIGENCE PRODUCTION RECORDS	2. SPECIALIZED INTELLIGENCE PRODUCTS. Specialized intelligence publications such as appraisals, analyses, estimates, studies, and surveys that have been produced, issued, or coordinated through DIA. (Note record copy maintained by DIA.)		Destroy when no longer required.	w/nln	N1-NU-89-5 / 3890/2	
3000-58	Peacetime Exercise Reports	Information concerning final reports and documents used in planning, conducting and evaluating major U.S. Navy and Marine Corps peacetime exercises. Includes information used in the preparation, development, review, usage and distribution of tactical doctrine.	Trigger(s)	TEMPORARY: Destroy when approved doctrine publication is issued.	x		
3480.7	COMBAT AND ACTION REPORTS RECORDS	7. MARINE CORPS PEACETIME EXERCISE REPORTS. Records consist of final reports and documents used in planning, conducting and evaluating major Marine Corps peacetime exercises.		Forward to Director of Marine Corps History and Museums CMC (C40CA). CMC (C40CA) destroy when no longer required.	w/nln	N1-NU-89-5 / 3480/7	
3500.1b	GENERAL TRAINING AND READINESS RECORDS	1. EXERCISE AND WAR GAMES REPORTS. Operations orders, letters of instructions, post exercise analysis, interim and final reports. b. Fleet Level Exercise Records Maintained by All Other Activities.		Destroy when no longer required.	w/nln	N1-NU-89-5 / 3500/1/B	
3500.1c(1)	GENERAL TRAINING AND READINESS RECORDS	1. EXERCISE AND WAR GAMES REPORTS. Operations orders, letters of instructions, post exercise analysis, interim and final reports. c. Records of Exercise Scheduled by Commands Subordinate to the Fleet Command Level. (1) Records used in support of the Fleet Tactical Development and Evaluation (TAC D&E) Program.		Destroy when approved doctrine publication is issued.	w/nln	N1-NU-89-5 / 3500/1/C/1	
3511.2	NAVAL WARFARE PUBLICATIONS RECORDS	2. BACKGROUND MATERIAL. Paper records used in the preparation, development, review, usage, and distribution of NWPs. Include copies of letters of issuance, printing instructions, agenda correspondence, status reports, cost estimates, and similar records.		Destroy when publication has been printed and distributed.	w/nln	N1-NU-89-5 / 3511/2	
3512.2	ALLIED TACTICAL PUBLICATIONS RECORDS	2. BACKGROUND MATERIAL. Paper records used in the preparation, development, review, usage, and distribution of ATPs. Include copies of letters of promulgation, printing instructions, agenda correspondence, status reports, cost estimates, and similar records.		Destroy when publication has been printed and distributed.	w/nln	N1-NU-89-5 / 3512/2	
3517.3	AIR WARFARE TAC D&E RECORDS	3. BACKGROUND MATERIAL. Paper records used in the preparation, development, review, usage, and distribution of NWPs. Include copies of letters of promulgation printing instructions, agenda correspondence, status reports, cost estimates, and similar records.		Destroy when publication has been printed and distributed.	w/nln	N1-NU-89-5 / 3517/3	
3000-59	Ship and Ship Equipment Status	Information relating to vessel maintenance; major modifications; equipment components and accessories; and inventory records.	Trigger(s)	TEMPORARY: Destroy after craft disposed of or type of craft becomes obsolete.	x		
3100.3b	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) b. Ship Inactivation Records. Files related to the status of ships under the headquarters' cognizance.		Destroy upon reactivation of ship concerned or when ship leaves jurisdiction of the cognizant reserve fleet, whichever is sooner.	w/nln	N1-NU-89-5 / 3100/3/B	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3100.3c(2)(b)2	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) c. Ship Material Readiness Records. (2) Reserve fleet group and subgroup headquarters individual vessel files consisting of work orders and similar records related to the inactivation, status, and reactivation of individual vessels. Files also include electronic and ordnance material readiness records and machinery indexes or machinery index work sheets. (b) When ship is sold or transferred and stricken from the naval list. 2. All other records.		Destroy Immediately.	w/nln	N1-NU-89-5 / 3100/3/C/2/B/2	
3100.3c(2)(c)	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) c. Ship Material Readiness Records. (2) Reserve fleet group and subgroup headquarters individual vessel files consisting of work orders and similar records related to the inactivation, status, and reactivation of individual vessels. Files also include electronic and ordnance material readiness records and machinery indexes or machinery index work sheets. (c) When ship is scrapped, or sold as scrap, and stricken from the naval list.		Destroy Immediately.	w/nln	N1-NU-89-5 / 3100/3/C/2/C	
3100.3d(1)(b)	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) d. Dehumidification (D/H) Records. (1) Instrument readings, including zone and package readings, hygrometer checks, and periodic readings and reports on D/H. (b) If not summarized.		Destroy after next periodic Board of Inspection and Survey Inspection or after reactivation of ship concerned, whichever is later.	w/nln	N1-NU-89-5 / 3100/3/D/1/B	
3100.3d(3)	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) d. Dehumidification (D/H) Records. (3) D/H plans.		Destroy when superseded or no longer applicable, whichever is later.	w/nln	N1-NU-89-5 / 3100/3/D/3	
3100.3d(4)(b)	GENERAL OPERATIONS RECORDS	3. RESERVE FLEET HEADQUARTERS RECORDS. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.) d. Dehumidification (D/H) Records. (4) History cards for D/H machinery and equipment. (b) If machinery is surveyed.		Destroy when surveyed.	w/nln	N1-NU-89-5 / 3100/3/D/4/B	
3100.6e	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. e. Navigational Timepiece Performance Certificates.		Destroy when rate for new or replacement instrument has been established on board ship.	w/nln	N1-NU-89-5 / 3100/6/E	
3100.6g	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. g. Magnetic Compass Tables.		Destroy when compass is readjusted.	w/nln	N1-NU-89-5 / 3100/6/G	
3100.6i	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. i. Navigational, Hydrographic and Meteorological Charts, Maps, and Publications. include sailing directions, light lists, and other navigational devices.		Destroy when cancelled, superseded, or no longer needed for current operations.	w/nln	N1-NU-89-5 / 3100/6/I	
3100.6k	GENERAL OPERATIONS RECORDS	6. OPERATIONAL RECORDS OF COMMISSIONED NAVAL VESSELS. Logs, reports, notebooks, check off sheets and similar records relating to seamanship and navigation that are maintained by Commissioned Vessels of the U.S. Navy. k. Anchor Logs.		Destroy after next regular shipyard overhaul.	w/nln	N1-NU-89-5 / 3100/6/K	
3123.4c	MOVEMENT REPORTS RECORDS	4. MOVEMENT REPORT CENTERS AND OFFICES RECORDS. c. Daily Summary Message Sheets. Summaries prepared by each movement report center or office for transmission of information to other centers or offices.		Destroy when transmission to other centers or offices is completed.	w/nln	N1-NU-89-5 / 3123/4/C	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3123.4d(1)	MOVEMENT REPORTS RECORDS	4. MOVEMENT REPORT CENTERS AND OFFICES RECORDS. d. Ship Locator Cards. Records showing movement made by each unit of the fleet. 1) Temporary cards showing progress of movement for each fleet units.		Destroy upon arrival of craft destination.	w/nln	N1-NU-89-5 / 3123/4/D/1	
3170.2i	GENERAL PORT OPERATIONS RECORDS	2. NAVAL PORT CONTROL OFFICES' RECORDS. i. Machinery and Engine Service Records.		Destroy when entry is made on material history card, upon completion of overhaul, or machinery is surveyed, whichever is earlier.	w/nln	N1-NU-89-5 / 3170/2/I	
3170.3b	GENERAL PORT OPERATIONS RECORDS	3. NAVAL CONTROL OF SHIPPING OFFICES' RECORDS. b. Ship Data Cards.		Destroy upon disestablishment of the office.	w/nln	N1-NU-89-5 / 3170/3/B	
3232.	SURFACE SYSTEMS	SURFACE SYSTEMS. Records relating to surface specific cryptologic equipment/system information. Includes carry-on equipment. Exclude record copies of software, operating instructions, and configuration drawings maintained by NSA.		Destroy when equipment is removed from surface vessel.	w/nln	N1-NU-89-5 / 3232	
3235.	SUBMARINE SYSTEMS	SUBMARINE SYSTEMS. Records relating to submarine specific cryptologic equipment/system information. Includes carry-on equipment. Exclude record copies of software operating instructions and configuration drawings maintained by NSA.		Destroy when system/equipment is removed from ship.	w/nln	N1-NU-89-5 / 3235	
3237.	AIR SYSTEMS	AIR SYSTEMS Records relating to air specific cryptologic equipment/system information. Exclude record copies of software, operating instructions, and configuration drawings maintained by NSA.		Destroy when equipment is removed from aircraft.	w/nln	N1-NU-89-5 / 3237	
3340.1h	AMPHIBIOUS RECORDS	1. AMPHIBIOUS BASES RECORDS h. Status Cards. Cards or other similar records showing status of boats under the cognizance of the amphibious base.		Destroy when disposal action on craft is completed or craft leaves the amphibious base, whichever is earlier.	w/nln	N1-NU-89-5 / 3340/1/H	
3390.2b	GUIDED MISSILE INSTALLATION DEFENSE RECORDS	2. RECORDS, DRAWINGS, PLANS, TECHNICAL MANUALS, ORDNANCE ALTERATIONS, FIELD CHANGES, MAINTENANCE RECORDS, ETC. Files related to individual ship modifications, and improvements. b. All Other Records.		Destroy when superseded, transferred to other control, or equipment disposal/scraping is carried out.	w/nln	N1-NU-89-5 / 3390/2/B	
3000-60	Construction Force Histories	Comprehensive narrative reports of operations. Records accumulated by Mobile Construction Battalions and Amphibious Construction Battalions.	1 year(s)	TEMPORARY - Forward to Director, Seabee Museum when 2 years old. Destroy when no longer required for historical program use.			
3100.4f	GENERAL OPERATIONS RECORDS	4. CONSTRUCTION FORCE ACTIVITIES RECORDS. f. Deployment Completion Reports. Comprehensive narrative reports of operations. Records accumulated by Mobile Construction Battalions and Amphibious Construction Battalions.		Forward to NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneles, CA 93041 when 2 years old. Destroy when no longer required for historical program use.	w/nln	N1-NU-89-5 / 3100/4/F	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000-61	GRS 3.1 050 - Data Administration Records, Documentation Necessary for Preservation of Permanent Electronic Records:	<p>Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>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 • code books • 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</p>		PERMANENT: Transfer to the National Archives with the permanent electronic records to which the documentation relates.	x	DAA-GRS-2013-0005-0002	GRS
3503.4	NAVY STATUS OF FORCES/CONSOLIDATED HISTORY FILES	4. Systems documentation to include description of data elements, file layout, code books, and operators and users manuals.		Permanent. Transfer full documentation with first transfer of Consolidated History file to NARA. Transfer any updates to documentation with subsequent transfers of the Consolidated History File.	P	N1-NU-89-5 / 3503/4	
3092.1f	NAVY OPERATIONS SUPPORT SYSTEM (OSS)	<p>1. GENERAL. System tracks the employment and movements of Naval Units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other Navy Units, essential data on port visits, and changes to the conditions of readiness under which the units operate and global positioning information. The system is maintained by the SPAWAR. System input received from Navy Status of Forces file and Positional Processing System.</p> <p>f. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</p>		Permanent. Transfer to NARA with first transfer of history tape. Transfer any changes to systems documentation to NARA with subsequent transfers of tape.	P	N1-NU-89-5 / 3092/1/F	
3510.4a(2)	TACTICAL DOCTRINE RECORDS	<p>4. MARINE CORPS CENTER SYSTEM FOR LESSONS LEARNED - JOINT LESSONS LEARNED INFORMATION SYSTEM (MCCLL-JLLIS). The purpose of this electronic system is to provide the Marine Corps the capability to collect, analyze, manage, and disseminate knowledge gained through operational experiences, exercises, and supporting activities. It also provides information and analysis on past, present, and emerging issues and trends in support of operational commanders and the Commandant of the Marine Corps.</p> <p>a. Electronic Files accumulated by the Marine Corps Center for Lessons Learned.</p> <p>(2) 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 content in which the data file was created.</p>		Permanent. Transfer the documentation to NARA with each transfer of the master files.		GRS 20.11	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3000-62	GRS 3.1 051 - Data Administration Records, All Documentation for Temporary Electronic Records and Documentation not Necessary for Preservation of Permanent Records:	<p>Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>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</p> <ul style="list-style-type: none"> • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications <p>and also the following records for all electronic records whether scheduled as temporary or permanent</p> <ul style="list-style-type: none"> • software operating manuals • data standards • table and dependency descriptions • taxonomies 	Trigger(s)	TEMPORARY: Destroy 5 years after the project / activity / transaction is completed or superseded, or the associated system is terminated, or data is migrated to a successor system, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0003	GRS
3091.1d	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)	<p>1. GENERAL RECORDS. WWMCCS is a comprehensive command and control system consisting of approximately 200 data bases and special files relating to military operations and readiness of combat and supporting units throughout the world, up to date intelligence and other supporting information, operational reports, and battle mission assessments of previous combat actions. Exclude from this item Navy Command and Control System (NCCS)/Operations Support System (OSS) records filed under SSIC 3092, Integrated Command Antisubmarine Warfare Prediction System (ICAPS) records filed under SSIC 3145.4, Tactical Environment Support System (TESS) records filed under SSIC 3145.5, and WWMCCS input documents and generated reports scheduled under other SSIC's in Chapter 3 of this manual. WWMCCS records accumulated by CNO (NS) and Commander Space and Naval Warfare Systems Command (SPAWAR) that relate to policy interpretation, systems operation, funding, logistics support, and manpower are filed under SSIC 2021 of this manual.</p> <p>d. Systems documentation to include description of data elements, file layout, code books, and operators and users manuals.</p>		Retain on board. Destroy when superseded, cancelled or when directed by Joint Chiefs of Staff (JCS) or DCA.	wnln	N1-NU-89-5 / 3091/1/D	
3000-63	GRS 3.2 051 - Backups of Master Files and Databases, Temporary Master Files:	Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.	Trigger(s)	TEMPORARY: Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0006-0008	GRS

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3057.2	THREAT ASSESSMENT RECORDS	2. Chemical, Biological, Radiological, & Nuclear Installation Protection Program C4I (CBRNE IPP C4I) Master File. The CBRNE IPP C4I system provides an integrated chemical, biological, radiological, and nuclear (CBRN) Installation protection capability tailored to an installation's size, location, and missions. CBRN C4I IPP version 2.0.x.x Includes the following components: the Decision Support System (DSS), the Incident Management System (IMS), Data Warehouse Server, Rad portal, and Sensor View Control Unit (SVCU) sensor. Master File.		Destroy when no longer needed.	w/in	DAA-0127-2012-0004-0002	
3058.2	RISK ASSESSMENT RECORDS	2. ENTERPRISE MANAGEMENT SYSTEM (EMS). The EMS application provides for Life Cycle Management (LCM) of CBRN Individual Protection Equipment (IPE) from "first article" delivery and Production Lot Testing (PLT) through Physical/Chemical Properties testing and Equipment Assessment reporting. EMS has the unique capability to 1) track CBRN assets to support Shelf Life testing and aging studies, 2) support annual Congressional reporting requirements, and 3) Collect assessment data related to item storage or product quality deficiency of CBRN assets in support JPEO-BCD Enterprise Fielding and Surveillance (JEFS) mission as directed by the Joint Program Executive Officer for Chemical Biological Defense (JPEO-CBD).		Retain until no longer needed for business purposes.	w/in	DAA-0127-2013-0030-0002	
3091.1a	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)	1. GENERAL RECORDS. WWMCCS is a comprehensive command and control system consisting of approximately 200 data bases and special files relating to military operations and readiness of combat and supporting units throughout the world, up to date intelligence and other supporting information, operational reports, and battle mission assessments of previous combat actions. Exclude from this item Navy Command and Control System (NCCS)/Operations Support System (OSS) records filed under SSIC 3092, Integrated Command Antisubmarine Warfare Prediction System (ICAPS) records filed under SSIC 3145.4, Tactical Environment Support System (TESS) records filed under SSIC 3145.5, and WWMCCS input documents and generated reports scheduled under other SSICs in Chapter 3 of this manual. WWMCCS records accumulated by CNO (N6) and Commander Space and Naval Warfare Systems Command (SPAWAR) that relate to policy interpretation, systems operation, funding, logistics support, and manpower are filed under SSIC 2021 of this manual. a. Master file and historical data tapes.		Retain on board. Destroy after third system backup.	w/in	N1-NU-89-5 / 3091/1/A	
3091.2	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)	2. Defense Readiness Reporting System - Marine Corps (DRRS-MC). DRRS-MC is a SECRET Mission Assurance Category 1 system that replaced the Marine Corps use of GSORTS/Readiness Assessment System-Input Tool (RAS-IT) and improves current operations by reducing life cycle costs, improving personnel efficiency, eliminating duplicative data entry. DRRS-MC also consolidates USMC resource reporting and MET/Mission assessments into a single system. The USMC DRRS-MC minimizes resources required to rectify data inconsistency issues by leveraging Marine Corps Authoritative Data Sources (ADS). DRRS-MC: extends the readiness reporting to be based on the MET and overall USMC mission assignments, provides a capability-based appraisal of the unit and organizational readiness based on the ability to accomplish specified tasks and missions, is compliant with USMC MCOs, MARADMINS, DoD and CJCSI policies and instructions is compliant with the DoD's vision to enable the data sharing of DoD information capabilities, resides on the Global Information Grid (GIG), provides a single access point for the USMC stakeholders to provide and access DRRS-MC and Global Force Management (GFM) information in a timely and accurate manner, promotes reuse by developing services eliminating the need for multiple redundant databases, and System Initial Operational Capability (when the Marine Corps began using the system) occurred in Apr 2010.		Retain off-ete. Destroy after third system backup.	w/in	DAA-0127-2013-0005-0002	
3092.1d	NAVY OPERATIONS SUPPORT SYSTEM (OSS)	1. GENERAL. System tracks the employment and movements of Naval Units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other Navy Units, essential data on port visits, and changes to the conditions of readiness under which the units operate and global positioning information. The system is maintained by the SPAWAR. System input received from Navy Status of Forces file and Positional Processing System. d. On-line master file.		Retain on board. Destroy after third system backup.	w/in	N1-NU-89-5 / 3092/1/D	
3503.3	NAVY STATUS OF FORCES/CONSOLIDATED HISTORY FILES	3. On-Line Master File.		Destroy after third systems back up.	w/in	N1-NU-89-5 / 3503/3	

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3800.15	GENERAL INTELLIGENCE RECORDS	15. Remote Video Viewing Terminal (RVVT). This is a special purpose system used to transmit and receive Full Motion Video (FMV) and metadata from UAS platforms and other video sensor platforms in a close proximity. Remote Video Viewing Terminal (RVVT) is a mobile video exploitation and management system with integrated receivers and transceivers used to capture and leverage near real-time video and metadata directly from UAS, targeting PODs, intelligence feeds, and other common sensors. RVVT allows Company and below users to view incoming video, as well as archive, annotate, geo-reference and disseminate relevant, actionable video to others across the battlespace for Situational Awareness (SA) and intelligence, Surveillance, and Reconnaissance (ISR). Master Files.		Temporary. Cut off after current operation. Destroy when no longer needed.	wnln	DAA-0127-2014-0010-0002	
3820.4	INTELLIGENCE COLLECTION RECORDS	4. Media Exploitation Set-Light (MEDEX-L) Master Files. MEDEX-L is used to support operations and exercises in garrison, overseas, shipboard, and tactical environments. It is employed in accordance with the tactics, techniques, and procedures (TTP) prescribed in Marine Corps Warfighting Publication (MCWP) 2-1, Intelligence Operations, and MCWP 2-6, Counterintelligence. Data elements include, but are not limited to, the collection of tactical intelligence and counterintelligence information in raw form including handwritten notes, electronic notes, captured material, scanned documents, photos, digital still imagery, video and voice recordings.		Destroy when no longer needed.	wnln	DAA-0127-2013-0025-0006	

3000-64	GRS 4.3 020 - Electronic Input/Source Records	<p>Electronic records used to create, update, or modify records in an electronic recordkeeping system, including:</p> <ul style="list-style-type: none"> 1. Electronic files that duplicate information from a source electronic system for input into another electronic system 2. Electronic records received from another agency and used as input source records by the receiving agency (See exclusions) 3. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database 4. Metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations <p>Exclusion 1: Original electronic records maintained in the source system.</p> <p>Exclusion 2: Electronic input records required for audit and legal purposes.</p> <p>Exclusion 3: Electronic input records produced by another agency under the terms of an interagency agreement or records created by another agency in response to the specific information needs of the receiving agency.</p> <p>Not media neutral. Applies to electronic records only.</p>	Trigger(s)	TEMPORARY: Destroy Immediately after data have been entered or otherwise incorporated into the master file or database and verified, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0001-0004	GRS
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3091.1b	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)	<p>1. GENERAL RECORDS. WWMCCS is a comprehensive command and control system consisting of approximately 200 data bases and special files relating to military operations and readiness of combat and supporting units throughout the world, up to date intelligence and other supporting information, operational reports, and battle mission assessments of previous combat actions. Exclude from this item Navy Command and Control System (NCCS)/Operations Support System (OSS) records filed under SSIC 3092, Integrated Command Antisubmarine Warfare Prediction System (ICAPS) records filed under SSIC 3145.4, Tactical Environment Support System (TESS) records filed under SSIC 3145.5, and WWMCCS input documents and generated reports scheduled under other SSIC's in Chapter 3 of this manual. WWMCCS records accumulated by CNO (N6) and Commander Space and Naval Warfare Systems Command (SPAWAR) that relate to policy interpretation, systems operation, funding, logistics support, and manpower are filed under SSIC 2021 of this manual.</p> <p>b. Input data tapes and paper record.</p>		Retain on board. Destroy when no longer required.	wnln	N1-NU-89-5 / 3091/1/B	
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SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3092.1c	NAVY OPERATIONS SUPPORT SYSTEM (OSS)	1. GENERAL. System tracks the employment and movements of Naval Units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other Navy Units, essential data on port visits, and changes to the conditions of readiness under which the units operate and global positioning information. The system is maintained by the SPAWAR. System input received from Navy Status of Forces file and Positional Processing System. c. Input data tapes and paper records.		Retain on board. Destroy when no longer required and after transactions have been recorded and verified on Consolidated History File.	w/n	N1-NU-89-5 / 3092/1/C	
3503.2	NAVY STATUS OF FORCES/CONSOLIDATED HISTORY FILES	2. Input data tapes and paper records.		Retain on board. Destroy when no longer required and after transactions have been recorded and verified on Consolidated History File.	w/n	N1-NU-89-5 / 3503/2	
3510.4a(3)	TACTICAL DOCTRINE RECORDS	4. MARINE CORPS CENTER SYSTEM FOR LESSONS LEARNED - JOINT LESSONS LEARNED INFORMATION SYSTEM (MCCLL-JLLIS). The purpose of this electronic system is to provide the Marine Corps the capability to collect, analyze, manage, and disseminate knowledge gained through operational experiences, exercises, and supporting activities. It also provides information and analysis on past, present, and emerging issues and trends in support of operational commanders and the Commandant of the Marine Corps. a. Electronic Files accumulated by the Marine Corps Center for Lessons Learned. (3) Input data and paper records consisting of but not limited to OPREP-3 reports, lessons learned papers, studies, electronic legacy systems and after action reports that are used as data input for this system.		Destroy when data has been incorporated into system and verified.		GRS 20.2b	

3000-65	GRS 4.3 031 - Output Records Data File Outputs	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. Exclusion 1: Query results or 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. Exclusion 2: Any hard copy records 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. Data file outputs. Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including: • data files consisting of summarized or aggregated information (See exclusions) • electronic files consisting of extracted information (See exclusions) • print file (electronic files extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports) • technical reformat files (electronic files consisting of copies of a master file or part of a master file used for information exchange) (See exclusions)	Trigger(s)	TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-GRS 0001-0006	
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SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
3091.1c	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS)	1. GENERAL RECORDS. WWMCCS is a comprehensive command and control system consisting of approximately 200 data bases and special files relating to military operations and readiness of combat and supporting units throughout the world, up to date intelligence and other supporting information, operational reports, and battle mission assessments of previous combat actions. Exclude from this item Navy Command and Control System (NCCS)/Operations Support System (OSS) records filed under SSIC 3092, Integrated Command and Antisubmarine Warfare Prediction System (ICAPS) records filed under SSIC 3145.4, Tactical Environment Support System (TESS) records filed under SSIC 3145.5, and WWMCCS input documents and generated reports scheduled under other SSIC's in Chapter 3 of this manual. WWMCCS records accumulated by CNO (N8) and Commander Space and Naval Warfare Systems Command (SPAWAR) that relate to policy interpretation, systems operation, funding, logistics support, and manpower are filed under SSIC 2021 of this manual. c. Output data and reports-COM and paper.		Deliver to action office/requester. Destroy when no longer required unless designated for permanent retention elsewhere in this manual.	w/n	N1-NU-89-5 / 3091/1/C	
3092.1e	NAVY OPERATIONS SUPPORT SYSTEM (OSS)	1. GENERAL. System tracks the employment and movements of Naval Units and changes of material and operational readiness status. The system includes employment schedules provided by the operational commanders, movement reports (MOVREPS) of vessels and other Navy Units, essential data on port visits, and changes to the conditions of readiness under which the units operate and global positioning information. The system is maintained by the SPAWAR. System input received from Navy Status of Forces file and Positional Processing System. e. Output data and reports - COM and paper.		Deliver to action office/requester. Destroy when no longer required.	w/n	N1-NU-89-5 / 3092/1/E	
3510.4a(4)(a)	TACTICAL DOCTRINE RECORDS	4. MARINE CORPS CENTER SYSTEM FOR LESSONS LEARNED - JOINT LESSONS LEARNED INFORMATION SYSTEM (MCCLL-JLLIS). The purpose of this electronic system is to provide the Marine Corps the capability to collect, analyze, manage, and disseminate knowledge gained through operational experiences, exercises, and supporting activities. It also provides information and analysis on past, present, and emerging issues and trends in support of operational commanders and the Commandant of the Marine Corps. a. Electronic Files accumulated by the Marine Corps Center for Lessons Learned. (4) Output information from the master files used to develop reports. (a) Information used to develop reports to the Commandant of the Marine Corps (CMC), Assistant Commandant of the Marine Corps (ACMC) used as reference material to create documents such as briefings, summaries, and policies.		Destroy when no longer needed for reference purposes. Note: The record copy of the final reports will be maintained under SSIC 3000.3.		N1-NU-07-15-2	
3510.4a(4)(b)	TACTICAL DOCTRINE RECORDS	4. MARINE CORPS CENTER SYSTEM FOR LESSONS LEARNED - JOINT LESSONS LEARNED INFORMATION SYSTEM (MCCLL-JLLIS). The purpose of this electronic system is to provide the Marine Corps the capability to collect, analyze, manage, and disseminate knowledge gained through operational experiences, exercises, and supporting activities. It also provides information and analysis on past, present, and emerging issues and trends in support of operational commanders and the Commandant of the Marine Corps. a. Electronic Files accumulated by the Marine Corps Center for Lessons Learned. (4) Output information from the master files used to develop reports. (b) All other copies of output reports and distributed reports.		Destroy when 2 years old or no longer needed for reference purposes, whichever is later.		N1-NU-07-15-3	

1000-X	Seamanship Qualifications:	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.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x		This series will be cross-walked to a new series in chapter 1. This series better aligns with the functional area of Military Personnel.
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	ch. 1 - military personnel
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	ch. 1 - military personnel

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
1000-X	Flight Personnel Training and Qualifications	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, coordination of equipment issues, 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.	30 years	TEMPORARY: 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.			This series will be cross-walked to a new series in chapter 1. This series better aligns with the functional area of Military Personnel.
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).	w/ln	N1-NU-89-5 / 3740	ch. 1 - military personnel
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 issues, 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.	w/ln	N1-NU-89-5 / 3760/11	ch. 1 - military personnel
2000-X	Software Development:	GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts.		TEMPORARY: Cutoff when related software is superseded or obsolete. Destroy 30 years after cutoff.	x		This series will be cross-walked to a new series in chapter 2. This series better aligns with the functional area of Information Technology.
3149.1a	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. a. DBDB-V software, by version/date		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 14	ch. 2 - Information tech/comm
3149.1b	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. b. BHPP software, by version/date		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 15	ch. 2 - Information tech/comm
3149.1c	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. c. Data Warehouse software, by version/date		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 16	ch. 2 - Information tech/comm
3149.1d	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. d. Area Based Editor.		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 17	ch. 2 - Information tech/comm
3149.1e	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. e. UNISIP3		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 18	ch. 2 - Information tech/comm
3149.1f	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. f. Environmental Modeling and Analysis software		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 19	ch. 2 - Information tech/comm
3149.1g	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored and government funded software. Could include source code, Make files, and necessary run-time scripts. g. Scripts Supporting Environmental Modeling and Analysis		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 20	ch. 2 - Information tech/comm
3149.2a	SOFTWARE DEVELOPMENT	2. GOTS In-House Created Software Documentation. Includes documentation needed for product production. a. Software description usage (to include file format descriptions)		Destroy or delete 25 years after related software is superseded or obsolete.	30	GRS 20.11a(1)	ch. 2 - Information tech/comm
3149.2b	SOFTWARE DEVELOPMENT	2. GOTS In-House Created Software Documentation. Includes documentation needed for product production. b. Processing guides.		Destroy or delete 25 years after related software is superseded or obsolete.	30	GRS 20.11a(1)	ch. 2 - Information tech/comm

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU	Notes
5000-X	Combat Camera Operations:	VI records schedules will be located in ch. 5.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. 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 (where other VI records series
3104.1b	COMBAT CAMERA OPERATIONS RECORDS	1. VISUAL INFORMATION (VI) MATERIALS FILES. Motion media; still photography; and audio recordings covering air, sea, and ground actions, contingencies and emergencies of Armed Forces in combat and combat support operations, including force deployments and activities before, during, and after military engagements. b. Other VI materials accumulated by Navy and Marine Corps combat activities including that of local use only.		Destroy when 2 years old or until no longer needed, EXCEPT destroy immediately rejects, retakes, or unreproducible, and destroy duplicate or extra copies when no longer needed.	3	N1-NU-89-5 / 3104/1/B	ch. 5 - Admin/Mgmt covered in ch. 57 -DL