

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2015-0010

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Navy Undifferentiated

Records Schedule applies to Agency-wide

Schedule Subject General Material

Internal agency concurrences will
be provided No

Background Information Department of the Navy Records Schedule 2015 revision - Chapter
10

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	1	10	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2015-0010

Sequence Number	
1	Chapter 10 - General Material
1.1	10000-1 Flags and Pennants: Disposition Authority Number: DAA-NU-2015-0010-0001
1.2	10000-2 Provisions and Rations - Program Management: Disposition Authority Number: DAA-NU-2015-0010-0002
1.3	10000-3 Chemicals and Gases: Disposition Authority Number: DAA-NU-2015-0010-0003
1.4	10000-4 Electronics Inspection, Repair and Installation: Disposition Authority Number: DAA-NU-2015-0010-0004
1.5	10000-5 General Correspondence (Material): Disposition Authority Number: DAA-NU-2015-0010-0005
1.6	10000-6 General Operations (Material): Disposition Authority Number: DAA-NU-2015-0010-0006
1.7	10000-7 Directives - Subordinate Commands: Disposition Authority Number: DAA-NU-2015-0010-0007
1.8	10000-8 Custody Receipts for Clothing: Disposition Authority Number: DAA-NU-2015-0010-0008
1.9	10000-9 Tool Repair History: Disposition Authority Number: DAA-NU-2015-0010-0009
1.10	10000-10 Equipment Life Cycle: Disposition Authority Number: DAA-NU-2015-0010-0010
1.11	10000-11 Audiovisual Equipment: Disposition Authority Number: DAA-NU-2015-0010-0011

Records Schedule Items

Sequence Number					
1	<p>Chapter 10 - General Material The records described in this chapter relate to general materials not covered in the specialized material series (such as ordnance, ships, aeronautical). They relate to personnel materials, general tools and machinery, electronic and electrical equipment, building materials, fuels, metals, photographic equipment and accessories, and other miscellaneous materials. They are accumulated throughout the Navy and Marine Corps activities performing specialized, technical, or other functions relating to these materials.</p>				
1.1	<p>10000-1 Flags and Pennants: Disposition Authority Number DAA-NU-2015-0010-0001</p> <p>Case files documenting the Development, Research, Design and Approval or Disapproval of Symbolic Items Displayed by Individuals or Organizations, Including Flags, Pennants, Plaques, Official Seals, and Other Heraldic Services. Included are illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders, and related documents.</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? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>10000-1</td> <td>SECNAV M-5210.1</td> </tr> </table> <p>GRS or Superseded Authority Citation NC1-NU-84-1 / 10520/2/A</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives when 15 years old or when no longer required for on-site reference by COMNAVSEASYS COM, whichever is later.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown</p>	Manual Citation	Manual Title	10000-1	SECNAV M-5210.1
Manual Citation	Manual Title				
10000-1	SECNAV M-5210.1				

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	5 GB	1 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

10000-2 Provisions and Rations - Program Management:

Disposition Authority Number **DAA-NU-2015-0010-0002**

Information relating to the overall administration of provisions and rations.

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
10000-2	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-92-4 / 1
N1-NU-92-4 / 3**

Disposition Instruction

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

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

1.3

10000-3 Chemicals and Gases:

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

Correspondence, reports, instructions and other types of material that may be generated pertaining to gases and chemicals.

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
10000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation **NC1-NU-84-1 / 10330/1/A**

Disposition Instruction

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

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

1.4

10000-4 Electronics Inspection, Repair and Installation:

Disposition Authority Number **DAA-NU-2015-0010-0004**

Files of the Electronic Divisions or Units of Activities Relating To Their Responsibilities for the Inspection, Repair, and Installation of Electronics Equipment. Consists of equipment and test data, copies of station directives, and other records relating to electronics matters and integrated electronics systems.

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

10000-4	SECNAV M-5210.1
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GRS or Superseded Authority Citation NC1-NU-84-1 / 10550/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 4 year(s) after cutoff

Additional Information

GAO Approval Not Required

10000-5 General Correspondence (Material):

Disposition Authority Number DAA-NU-2015-0010-0005

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

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
10000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation
 NC1-NU-84-1 / 10000/1
 NC1-NU-84-1 / 10100/1
 NC1-NU-84-1 / 10121/1
 NC1-NU-84-1 / 10122/1
 NC1-NU-84-1 / 10123/1
 NC1-NU-84-1 / 10128/1
 NC1-NU-84-1 / 10130/1
 NC1-NU-84-1 / 10150/1
 NC1-NU-84-1 / 10150/2
 NC1-NU-84-1 / 10160/1
 NC1-NU-84-1 / 10300/1
 NC1-NU-84-1 / 10340/4
 NC1-NU-84-1 / 10460/1
 NC1-NU-84-1 / 10490/1
 NC1-NU-84-1 / 10520/1
 NC1-NU-84-1 / 10570/1

1.5

NC1-NU-84-1 / 10580/1

Disposition Instruction

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

Additional Information

GAO Approval Not Required

10000-6 General Operations (Material):

Disposition Authority Number DAA-NU-2015-0010-0006

Information relating to the daily operations of Department of the Navy, U.S. Navy and U.S. Marine Corps material programs. Includes, but not limited to, activities subsistence reports, temperature logs, clothing store requisitions and receipts, naval uniform shop records, training material, fuel reports, office furniture requisition and inventory, and audiovisual equipment procurement and inventory.

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
10000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-1 / 10000/3
 NC1-NU-84-1 / 10110/1/A
 NC1-NU-84-1 / 10110/1/B
 N1-NU-92-4 / 2
 NC1-NU-84-1 / 10120/1
 NC1-NU-84-1 / 10120/3/A
 NC1-NU-84-1 / 10120/3/B
 NC1-NU-84-1 / 10120/4
 NC1-NU-84-1 / 10124/1
 NC1-NU-84-1 / 10124/2
 NC1-NU-84-1 / 10128/2
 NC1-NU-84-1 / 10170/1
 NC1-NU-84-1 / 10200/1
 NC1-NU-84-1 / 10250/1
 NC1-NU-84-1 / 10300/2
 NC1-NU-84-1 / 10340/1/A

1.6

NC1-NU-84-1 / 10340/1/B
 NC1-NU-84-1 / 10340/2/A
 NC1-NU-84-1 / 10340/2/B
 NC1-NU-84-1 / 10340/3
 NC1-NU-84-1 / 10460/2
 NC1-NU-84-1 / 10460/4
 NC1-NU-84-1 / 10467/1
 NC1-NU-84-1 / 10520/2/B
 NC1-NU-84-1 / 10700/4
 NC1-NU-84-1 / 10700/8

Disposition Instruction

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

Additional Information

GAO Approval Not Required

1.7

10000-7 Directives - Subordinate Commands:

Disposition Authority Number DAA-NU-2015-0010-0007

Implementing directives and instructions issued or maintained by subordinate commands.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
10000-7	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-1 / 10330/1/B

Disposition Instruction

Retention Period Destroy when superseded or canceled.

Additional Information

GAO Approval Not Required

1.8

10000-8 Custody Receipts for Clothing:

Disposition Authority Number DAA-NU-2015-0010-0008

Custody Receipts for Clothing Issues

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
10000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-1 / 10120/2

Disposition Instruction

Retention Period Destroy when clothing is returned.

Additional Information

GAO Approval Not Required

10000-9 Tool Repair History:

Disposition Authority Number DAA-NU-2015-0010-0009

Lists of major repairs to each tool.

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
10000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-1 / 10290/1

Disposition Instruction

Retention Period Destroy when tool is disposed of.

1.9

1.10

Additional Information

GAO Approval **Not Required**

10000-10 Equipment Life Cycle:

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

Information relating to the acquisition, installation, maintenance, and disposal of Navy and Marine Corps equipment.

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
10000-10	SECNAV M-5210.1

GRS or Superseded Authority Citation **NC1-NU-84-1 / 10342/1
NC1-NU-84-1 / 10460/3
NC1-NU-84-1 / 10550/2
NC1-NU-84-1 / 10550/3**

Disposition Instruction

Retention Period **Destroy when equipment is transferred, expended, or disposed.**

Additional Information

GAO Approval **Not Required**

1.11

10000-11 Audiovisual Equipment:

Disposition Authority Number **DAA-NU-2015-0010-0011**

Information relating to the acquisition, creation, maintenance, and inventory of audiovisual equipment.

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
10000-11	SECNAV M-5210.1

GRS or Superseded Authority Citation
NC1-NU-84-1 / 10700/1
NC1-NU-84-1 / 10700/2
NC1-NU-84-1 / 10700/5
NC1-NU-84-1 / 10700/6
NC1-NU-84-1 / 10700/7
NC1-NU-84-1 / 10700/9

Disposition Instruction

Retention Period Destroy when equipment is declared obsolete or destroyed.

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
04/27/2016	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
06/16/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/30/2016	Submit For Certification	Brent Dockter	Records Management Analyst	Chief of Naval Operations staff - DNS-5
10/05/2016	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
12/20/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/22/2016	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
10000	General Material:	The records described in this chapter relate to general materials not covered in the specialized material series (such as ordnance, ships, aeronautical). They relate to personnel materials, general tools and machinery, electronic and electrical equipment, building materials, fuels, metals, photographic equipment and accessories, and other miscellaneous materials. They are accumulated throughout the Navy and Marine Corps activities performing specialized, technical, or other functions relating to these materials.	N/A	N/A	x	N/A	N/A
10000-1	Flags and Pennants:	Case files documenting the Development, Research, Design and Approval or Disapproval of Symbolic Items Displayed by Individuals or Organizations, Including Flags, Pennants, Plaques, Official Seals, and Other Heraldic Services. Included are illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders, and related documents		PERMANENT: Transfer to the National Archives when no longer required for on-site reference by COMNAVSEASYS.COM.	x		
10520.2a	FLAGS AND PENNANTS RECORDS	2. Documents Reflecting the Development, Research, Design and Approval or Disapproval of Symbolic Items Displayed by Individuals or Organizations, Including Flags, Pennants, Plaques, Official Seals, and Other Heraldic Services. Included are illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders, and related documents. a. Case files of the Commander, Naval Sea Systems Command (COMNAVSEASYS.COM) Headquarters office performing Navy wide responsibility for flags and pennants.		PERMANENT. Offer to NARA when no longer required for on-site reference by COMNAVSEASYS.COM.	Permanent	NC1-NU-84-1/ 10520/2/A	
10000-2	Provisions and Rations - Program Management:	Information relating to the overall administration of provisions and rations.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	x		
10110.2	PROVISIONS AND RATIONS RECORDS	2. Investigation Records. Reports/documentation of damaged, deteriorated and/or stolen rations.		Transfer to FRC when years old. Destroy when 5 years old.	7	NI-NU-92-4 / 1	
10110.4	PROVISIONS AND RATIONS RECORDS	4. Cash Collection Vouchers/Cash Meal Payment Sheets. Other than those used in field or garrison mess hall operations. Includes authorized custodian records to include report of result of quarterly verification of authorized custodian, any loss of Cash Meal Payment Sheets and replacement payment sheets with related endorsements.		Transfer to FRC when 2 years old. Destroy when 5 years old.	7	NI-NU-92-4 / 3	
10000-3	Chemicals and Gases:	Correspondence, reports, instructions and other types of material that may be generated pertaining to gases and chemicals.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	x		
10330.1a	CHEMICALS AND GASES (EXCEPT WARFARE) RECORDS	1. General Correspondence, Reports, Instructions, and Other Types of Material That May Be Generated Pertaining To Gases and Chemicals (See SSIC 3900.9 for technical report files). a. General correspondence and reports.		Destroy when 5 years old.	7	NC1-NU-84-1/ 10330/1/A	
10000-4	Electronics Inspection, Repair and Installation:	Files of the Electronic Divisions or Units of Activities Relating To Their Responsibilities for the Inspection, Repair, and Installation of Electronics Equipment. Consists of equipment and test data, copies of station directives, and other records relating to electronics matters and integrated electronics systems.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 4 years after cutoff.	x		
10550.1	ELECTRONICS RECORDS	1. General Correspondence Files of the Electronic Divisions or Units of Activities Relating To Their Responsibilities for the Inspection, Repair, and Installation of Electronics Equipment. Consists of equipment and test data, copies of station directives, and other records relating to electronics matters and integrated electronics systems. (See also SSICs 3320, 9400, and 13200.)		Retain on board. Destroy when 4 years old.	7	NC1-NU-84-1/ 10550/1	
10000-5	General Correspondence (Material):	Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps material programs.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 3 years after cutoff.	x		(\$) Common across chapters. Need a common description for each.
10000.1	GENERAL MATERIAL RECORDS	1. General Correspondence Files. Files related to routine internal operation and administration of general material not covered elsewhere in this schedule. (See also SSIC 4400 for supply material files.)		Destroy when 2 years old.	3	NC1-NU-84-1/ 10000/1	
10100.1	PERSONNEL MATERIAL RECORDS GENERAL	1. General Correspondence. Files covering the administration and routine operation of personnel material.		Destroy when 2 years old.	3	NC1-NU-84-1/ 10100/1	

10121.1	NAVAL AND MARINE CORPS RESERVE CLOTHING RECORDS	1. General Correspondence. Files and merchandising advisory notices related to Navy and Marine Corps Reserve clothing.		Destroy when 2 years old.	3	NC1-NU-84-1 / 10121/1	
10122.1	OFFICER CLOTHING AND UNIFORMS RECORDS	1. General Correspondence. Files and merchandising advisory notices related to officer clothing and uniforms. (See also SSICs 1020 and 1070.15.)		Destroy when 2 years old.	3	NC1-NU-84-1 / 10122/1	
10123.1	OFFICER CANDIDATE CLOTHING AND UNIFORMS RECORDS	1. General Correspondence. Files pertaining to officer candidate clothing and uniforms.		Destroy when 2 years old.	3	NC1-NU-84-1 / 10123/1	
10128.1	RETAIL CLOTHING STORE ITEMS RECORDS	1. General Correspondence. Files pertaining to uniform discrepancies and National Stock Numbers relating to retail clothing store items.		Retain on board. Destroy when superseded, obsolete, or no longer needed for reference.	wnln	NC1-NU-84-1 / 10128/1	
10130.1	SHIPS STORE ITEMS RECORDS	1. General Correspondence. Files pertaining to the overall operation of ships stores, afloat and ashore.		Destroy when 3 years old.	3	NC1-NU-84-1 / 10130/1	
10150.1	PERSONAL SERVICE EQUIPMENT RECORDS	1. General Correspondences pertaining to mess operations ashore and afloat.		Destroy when 2 years old.	3	NC1-NU-84-1 / 10150/1	
10150.2	PERSONAL SERVICE EQUIPMENT RECORDS	2. General Correspondence pertaining to laundry operations of Navy ship stores ashore and afloat.		Destroy when 2 years old.	3	NC1-NU-84-1 / 10150/2	
10160.1	FURNITURE AND FURNISHINGS (NONOFFICE) RECORDS	1. Correspondence files pertaining to non-office furniture and furnishings.		Retain on board. Destroy when superseded, obsolete, or when no longer needed.	wnln	NC1-NU-84-1 / 10160/1	
10300.1	GENERAL MISCELLANEOUS MATERIALS RECORDS	1. General Correspondence of the routine internal operation and administration of a miscellaneous materials program.		Destroy when 3 years old.	3	NC1-NU-84-1 / 10300/1	
10340.4	FUEL RECORDS	4. General Correspondence Relating To The Storage and Issue of Fuels.		Destroy when 3 years old.	3	NC1-NU-84-1 / 10340/4	
10460.1	GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS	1. General Correspondence Pertaining To Office Equipment, Management, Production, and Utilization Records.		Destroy when 3 years old.	3	NC1-NU-84-1 / 10460/1	
10490.1	MATERIALS HANDLING EQUIPMENT RECORDS	1. General Correspondence Relating To The Storage and Issue of Materials Handling Equipment.		Destroy when 3 years old.	3	NC1-NU-84-1 / 10490/1	
10520.1	FLAGS AND PENNANTS RECORDS	1. General Correspondence Relating To The Storage and Issue of Flags and Pennants. (See also SSIC 9400.)		Destroy when 3 years old.	3	NC1-NU-84-1 / 10520/1	
10570.1	ANIMALS, DOMESTIC AND WILD, RECORDS	1. General Correspondence Relating To Routine Operation and Administration of Domestic and Wild Animal Programs.		Destroy when 2 years old.	3	NC1-NU-84-1 / 10570/1	
10580.1	CONTAINER(S) (AS USED IN CONTAINERIZATION) RECORDS	1. Correspondence, Reports and Related Papers Accumulated By Activities and Offices In Connection With the Operation and Administration of Containerization Program and Techniques.		Destroy when 2 years old.	3	NC1-NU-84-1 / 10580/1	

10000-6	General Operations (Material):	Information relating to the daily operations of Department of the Navy, U.S. Navy and U.S. Marine Corps material programs. Includes, but not limited to, activities subsistence reports, temperature logs, clothing store requisitions and receipts, naval uniform shop records, training material, fuel reports, office furniture requisition and inventory, and audiovisual equipment procurement and inventory.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 3 years after cutoff.	x		
10000.3	GENERAL MATERIAL RECORDS	3. Marine Corps Technical Information and Modification Records of general tools and machinery, electronic equipment and other miscellaneous materials.		Retain on board. Destroy when superseded, obsolete or no longer needed for reference.	wnln	NC1-NU-84-1 / 10000/3	
10110.1a	PROVISIONS AND RATIONS RECORDS	1. Activities Subsistence Report Records. Reports, correspondence, and related records concerning subsistence requisitioning/support channels, special rations, stock levels, wholesale support, and inspection of stock, stock status, etc. (See also SSIC 4061.) a. Afloat activities.		Destroy when 1 year old.	3	NC1-NU-84-1 / 10110/1/A	
10110.1b	PROVISIONS AND RATIONS RECORDS	1. Activities Subsistence Report Records. Reports, correspondence, and related records concerning subsistence requisitioning/support channels, special rations, stock levels, wholesale support, and inspection of stock, stock status, etc. (See also SSIC 4061.) b. Ashore activities.		Destroy when 2 years old.	3	NC1-NU-84-1 / 10110/1/B	
10110.3	PROVISIONS AND RATIONS RECORDS	3. Daily Temperature Logs.		Destroy when 2 years old.	3	NC1-NU-92-4 / 2	
10120.1	CLOTHING AND UNIFORMS RECORDS	1. Clothing Requisition and Receipt Records. Files such as Requests for Issue or Turn in, DD 1150. (See also SSICs 1020 and 1070.15.)		Destroy when 2 years old.	3	NC1-NU-84-1 / 10120/1	
10120.3a	CLOTHING AND UNIFORMS RECORDS	3. Clothing Stores Returns. (See also SSIC 7323.1.) a. Navy Activities.		Destroy when 2 years old.	3	NC1-NU-84-1 / 10120/3/A	
10120.3b	CLOTHING AND UNIFORMS RECORDS	3. Clothing Stores Returns. (See also SSIC 7323.1.) b. Marine Corps Activities.		Destroy 3 years after close of fiscal year.	3	NC1-NU-84-1 / 10120/3/B	
10120.4	CLOTHING AND UNIFORMS RECORDS	4. Naval Uniform Shop Records. These are general correspondence records accumulated by the Navy Resale and Services Support Office, Brooklyn, NY, documenting administration of the Naval Uniform Shop.		Destroy when 3 years old.	3	NC1-NU-84-1 / 10120/4	
10124.1	ORGANIZATIONAL CLOTHING RECORDS	1. General Correspondence. Files relating to the storage and issue of special clothing/cold weather clothing; flight clothing; and atomic, biological, and chemical warfare protective clothing.		Destroy when 3 years old.	3	NC1-NU-84-1 / 10124/1	
10124.2	ORGANIZATIONAL CLOTHING RECORDS	2. Wear Test Reports.		Destroy when 2 years old.	3	NC1-NU-84-1 / 10124/2	
10128.2	RETAIL CLOTHING STORE ITEMS RECORDS	2. Stock Position Reports.		Destroy when 1 year old.	3	NC1-NU-84-1 / 10128/2	

10170.1	TRAINING MATERIAL RECORDS	1. General Correspondence. Files pertaining to management and utilization of training material. Records cover equipment (i.e., blackboards, chalk, etc.) not devices (i.e., syllabi, curricula, etc.). (See SSIC 1500 for military personnel training and SSIC 12410 for civilian personnel training.)		Destroy when 3 years old.	3	NC1-NU-84-1/ 10170/1	
10200.1	GENERAL MACHINERY AND TOOLS RECORDS	1. Records Relating To Use, Maintenance, and Repair of Machinery and Tools; Calibration Records and Related Papers. (See also SSIC 4870)		Destroy when 3 years old.	3	NC1-NU-84-1/ 10200/1	
10250.1	CONVEYING AND HOISTING EQUIPMENT RECORDS	1. Reports, Messages, and Related Correspondence and Papers Concerning Conveying and Hoisting Equipment.		Cut-off annually at the end of the calendar year. Destroy when 3 years old.	3	NC1-NU-84-1/ 10250/1	
10300.2	GENERAL MISCELLANEOUS MATERIALS RECORDS	2. Strength and Other Test Records Used in Construction Work By Public Works Activities Having Continued Research Value.		Retain on board. Destroy when no longer needed for administrative purposes.	w/nln	NC1-NU-84-1/ 10300/2.	
10340.1a	FUEL RECORDS	1. Fuel Reports: copies of reports relating to the receipt, issue, inventory, replenishment, consumption, and requirements of fuel products submitted to higher authority. (Include fuel loading and discharge reports.) a. Fuel requirements estimate reports.		Destroy when 2 years old.	3	NC1-NU-84-1/ 10340/1/A	
10340.1b	FUEL RECORDS	1. Fuel Reports: copies of reports relating to the receipt, issue, inventory, replenishment, consumption, and requirements of fuel products submitted to higher authority. (Include fuel loading and discharge reports.) b. All other reports.		Destroy when 1 year old.	3	NC1-NU-84-1/ 10340/1/B	
10340.2a	FUEL RECORDS	2. Slates. (Listings) showing fuel inventories, storage, consumption, requirements, and planning data for petroleum. a. Bulk petroleum products.		Destroy when 2 years old.	3	NC1-NU-84-1/ 10340/2/A	
10340.2b	FUEL RECORDS	2. Slates. (Listings) showing fuel inventories, storage, consumption, requirements, and planning data for petroleum. b. All other petroleum products.		Destroy when 1 year old.	3	NC1-NU-84-1/ 10340/2/B	
10340.3	FUEL RECORDS	3. Local Statistical Reports and Other Fuel Reports Received For Informational Purposes or Used As Local Working Papers.		Destroy when superseded by new report.	w/nln	NC1-NU-84-1/ 10340/3	
10460.2	GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS	2. Machine Utilization Reports and Other Records Relating To Requirements and Justifications for Office Machines and Equipment.		Destroy when 2 years old.	3	NC1-NU-84-1/ 10460/2	
10460.4	GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS	4. Supply Requisition and Receipt Records. (Such as DD 1149 and requests for issue).		Destroy when 3 years old.	3	NC1-NU-84-1/ 10460/4	
10467.1	OFFICE FURNITURE AND FURNISHINGS RECORDS	1. Office Furniture Requisition and Inventory Records. (Such as DD 1149, DD 1262, SF 344, and requests for issue).		Destroy when 3 years old.	3	NC1-NU-84-1/ 10467/1	
10520.2b	FLAGS AND PENNANTS RECORDS	2. Documents Reflecting the Development, Research, Design and Approval or Disapproval of Symbolic Items Displayed by Individuals or Organizations, Including Flags, Pennants, Plaques, Official Seals, and Other Heraldic Services. Included are illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders, and related documents. b. Files of any office.		Destroy when 2 years old.	3	NC1-NU-84-1/ 10520/2/B	
10700.4	GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS	4. Audiovisual Equipment Procurement Authorizations.		Destroy when 2 years old or when equipment is included in command audiovisual equipment allowance authorization documents.	3	NC1-NU-84-1/ 10700/4	
10700.8	GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS	8. Navy Audiovisual Equipment Inventory Report (OPNAV 10700-1).		Destroy when 2 years old or when all changes, deletions, and additions have been included on succeeding COMNAVAIRSYSCOM audio visual equipment inventory listing.	3	NC1-NU-84-1/ 10700/8	

10000-7	Directives - Subordinate Commands;	Implementing directives and instructions issued or maintained by subordinate commands.	Trigger(s)	TEMPORARY: Destroy when superseded or canceled.	x		(\$) Common across chapters. Need a common description for each.
10330.1b	CHEMICALS AND GASES (EXCEPT WARFARE) RECORDS	1. General Correspondence, Reports, Instructions, and Other Types of Material That May Be Generated Pertaining To Gases and Chemicals (See SSIC 3900.9 for technical report files). b. Instructions and notices.		Destroy when superseded or canceled.	w/nln	NC1-NU-84-1/ 10330/1/B	

10000-8	Custody Receipts for Clothing;	Custody Receipts for Clothing Issues	Trigger(s)	TEMPORARY: Destroy when clothing is returned.	x		(f) Is this still current?
10120.2	CLOTHING AND UNIFORMS RECORDS	2. Custody Receipts for Clothing Issues.		Destroy when clothing is returned.	w/nln	NC1-NU-84-1/ 10120/2	

10000-9	Tool Repair History;	Lists of major repairs to each tool.	Trigger(s)	TEMPORARY: Destroy when tool is disposed of.	x		
10290.1	TOOL RECORDS	1. Tool Repair History Cards. These cards list major repairs to each tool.		Retain on board. Destroy when tool is disposed of.	w/nln	NC1-NU-84-1/ 10290/1	

10000-10	Equipment Life Cycle:	Information relating to the acquisition, installation, maintenance, and disposal of Navy and Marine Corps equipment.	Trigger(s)	TEMPORARY: Destroy when equipment is transferred, expended, or disposed.	x		
10342.1	PROPELLANTS AND OXIDIZERS RECORDS	1. Performance Test Records, Including Manufacturing Test Sheets for Lots or Batches of Powder or Other Propellants. These are accumulated by plants, laboratories, or manufacturing facilities. (See SSIC 4430 for inspection receipt (acceptability) records.)		Retain on board. Destroy after material is withdrawn from service.	w/nln	NC1-NU-84-1 / 10342/1	
10460.3	GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS	3. Records Relating To Acquisition of Office Equipment.		Retain on board. Destroy after equipment disposal.	w/nln	NC1-NU-84-1 / 10460/3	
10550.2	ELECTRONICS RECORDS	2. Electronic Equipment Installation Records; Related or Similar Records.		Destroy when superseded, equipment is transferred to other control, or after final disposition of equipment is completed, whichever is earlier.	w/nln	NC1-NU-84-1 / 10550/2	
10550.3	ELECTRONICS RECORDS	3. Electronics Material and Components Equipment Log Books or Equipment History Cards.		Transfer with equipment or destroy when equipment is expended, whichever is earlier.	No retention specified	NC1-NU-84-1 / 10550/3	

18000-11	Audiovisual Equipment:	Information relating to the acquisition, creation, maintenance, and inventory of audiovisual equipment.	Trigger(s)	TEMPORARY: Destroy when equipment is declared obsolete or destroyed.	x		
10700.1	GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS	1. Audiovisual Equipment Allowance Authorization Documents.		Retain on board. Destroy when superseded or cancelled.	w/nln	NC1-NU-84-1 / 10700/1	
10700.2	GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS	2. Audiovisual Equipment Maintenance Records of Corrective and Planned Maintenance.		Retain on board. Destroy when equipment is declared obsolete.	w/nln	NC1-NU-84-1 / 10700/2	
10700.5	GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS	5. Audiovisual Equipment Operational, Test, and Evaluation Reports.		Retain on board. Destroy when equipment is declared obsolete.	w/nln	NC1-NU-84-1 / 10700/5	
10700.6	GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS	6. Audiovisual Equipment Logistics Records. Files concerning integrated logistic support plans, operational logistics support plans, equipment training plans, and approvals for service use.		Retain on board. Destroy when superseded or equipment is declared obsolete.	w/nln	NC1-NU-84-1 / 10700/6	
10700.7	GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS	7. Audiovisual Equipment Technical Manuals Including Maintenance, Overhaul, and Illustrated Parts Breakdown and Audiovisual Technical Bulletins.		Retain on board. Destroy when superseded or equipment is declared obsolete.	w/nln	NC1-NU-84-1 / 10700/7	
10700.9	GENERAL AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS	9. COMNAVAIRSYSCOM Audiovisual Equipment Inventory Listing.		Retain on board. Destroy when all changes, deletions, and additions have been included on a superseding listing.	w/nln	NC1-NU-84-1 / 10700/9	

4000-X	Ships Store Management:	Information relating to the overall administration of ships stores.	Trigger(s)	TEMPORARY: Cutoff at CY. Destroy 4 years after cutoff	x		Moved to ch. 4 under 4000-24
10130.2	SHIPS STORE ITEMS RECORDS	2. Documents Relating To the Overall Administration of Ships Stores.		Destroy when 4 years old.	7	NC1-NU-84-1 / 10130/2	