# **Request for Records Disposition Authority**

Records Schedule Number	DAA-NU-2019-0010
Schedule Status	Approved
Agency or Establishment	Department of the Navy
Record Group / Scheduling Group	Navy Undifferentiated
Records Schedule applies to	Agency-wide
Schedule Subject	Operations and Readiness
Internal agency concurrences will be provided	No

Background Information

### Department of the Navy Records Schedule 2019 Revision - Chapter 3

Item Count

Number of Total Disposition Items		[······	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

# Outline of Records Schedule Items for DAA-NU-2019-0010

Sequence Number	
1	Operational Records/Deck Logs
1.1	3000-9 Operational Records Disposition Authority Number: DAA-NU-2019-0010-0001
1.2	3000-11 Deck Logs Disposition Authority Number: DAA-NU-2019-0010-0002

### Records Schedule Items

1       Operational Records/Deck Logs 3000-9 Operational Records         1.1       3000-9 Operational Records         1.1       3000-9 Operational Records         Disposition Authority Number       DAA-NU-2019-0010-0001         Records pertaining to activities, alerts, and deployments in actual or potential combat-type situations. These may include narrative accounts and other files accumulated by operating forces or other activities during crisis, contingency, or warime operations. Note: See SECNAV M-5210.1, Part V for further information regarding records of crisis, contingency, and armed conflict.         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 er- mail and word processing?       DAA-NU-2015-0003-0009         GRS or Superseded Authority       DAA-NU-2015-0003-0009         Clation       Disposition Instruction         Cutoff Instruction       Cutoff at end of calendar year and transfer to the Naval History and Heritage Command (NHHC).         Transfer to the National Archives for Accessioning       NHHC will transfer to the National Archives 25 years after cutoff.         Additional Information       First year of records to the National Archives?       From 1989 To 1991 Initial transfer of records to the National Archives?         How frequently will your agency transfer these records to the National Archives?	Sequence Number						
Disposition Authority Number       DAA-NU-2019-0010-0001         Records pertaining to activities, alerts, and deployments in actual or potential combat-type situations. These may include narrative accounts and other files accumulated by operating forces or other activities during crisis, contingency, or wartime operations. Note: See SECNAV M-5210.1, Part V for further information regarding records of crisis, contingency, and armed conflict.         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 email and word processing?       DAA-NU-2015-0003-0009         Citation       Disposition Instruction       Cutoff at end of calendar year and transfer to the Naval History and Heritage Command (NHHC).         Transfer to the National Archives for Accessioning       1958       From 1989 To 1991         Additional Information       First year of records accumulation       1958         What will be the date span of the initial transfer records to the National Archives?       Every 12 Months         How frequently will your agency transfer these records to the National Archives?       Every 12 Months	1	· ·					
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transfer these records to the National Archives? Estimated Current Volume Annual Accumulation		initial transfer of records to the	∋ From 1989 To 1991				
		transfer these records to the	Every 12 Months				
				Estimated Current Volume	Annual Accumulation		
Electronic/Digital		Electronic/Digital			· · · · · · · · · · · · · · · · · · ·		

	r					
	Paper	504 Cubic feet	8 Cubic feet			
	Microform					
	Hardcopy or Analog Special Media					
1.2	3000-11 Deck Logs					
	Disposition Authority Number	DAA-NU-2019-0010-0002				
	All U.S. Navy ships in commission maintain a ship's deck log as required by U.S. Navy regulation and OPNAVINST 3100.7 Deck Log Instruction. The ship's deck log describes every circumstance and occurrence of importance or interest which concerns the crew and the operation and safety of the ship, or which may be of historical value. The ship's deck log is a chronological record of events occurring during the watch that subsequently meets the needs of the commanding officer and provide the ultimate recipient with document of historical value. NOTE: this item for Deck Logs (DAA-NU-2019-0010-0002) does not supersede or change the disposition or retention for unit diaries, combat and action reports, command histories, war diaries, or master flight files (combat) as scheduled under DAA-NU-2015-0011. This schedule does not cover the deck logs for United States Naval Ships (USNS), nor deck logs for vessels under the Military Sealift Command, currently including tugboats, under DAA-0313-2011-0002-0001.					
	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?	ently exist in t(s) other than e-				
	GRS or Superseded Authority Citation	DAA-NU-2015-0003-0011				
	Disposition Instruction					
		Cutoff monthly or upon return and then transfer to the Nava Command (HNNC). See guid 3100.7B.	al History and Heritage			
	Transfer to the National Archives for Accessioning	NHHC will transfer to the Nat after cutoff.	ional Archives 30 years			

Additional Information			
First year of records accumulation	1965		
What will be the date span of the initial transfer of records to the National Archives?	From 1978 To 1990		
How frequently will your agency transfer these records to the National Archives?	Eve	ry 12 Months	
		Estimated Current Volume	Annual Accumulation
Electronic/Digital			
Paper		1476 Cubic feet	26 Cubic feet
Microform			
Hardcopy or Analog Special Media			

## 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	Ву	Title	Organization
05/20/2019	Certify	Helena Gilbert	Director	Secretary of Navy - Assistant of Administration
01/08/2020	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
04/22/2020	Return to Submitte r	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
07/12/2020	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
08/04/2020	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
08/06/2020	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
08/10/2020	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist