

Chapter	SSIC	TextforSSIC	Disposition	SF115JON	RecordType
1	1000	GENERAL MILITARY PERSONNEL (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES (SOP'S) RECORDS		N1-NU-86-1	PERMANENT
1	1000.1	1. MILITARY PERSONNEL PRIMARY PROGRAM CORRESPONDENCE RECORDS RELATING TO THE DEVELOPMENT, IMPLEMENTATION, INTERPRETATION AND OVERALL ADMINISTRATION OF NAVY AND MARINE CORPSWIDE POLICIES, PROCEDURES AND PROGRAMS PERTAINING TO MILITARY PERSONNEL MATTERS.		N1-NU-86-1	PERMANENT
1	1000.1.a	a. Navy and Marine Corps-wide policies and procedures governing the operations of Navy Personnel Boards and Councils, including the Board for the Correction of Naval Records and Officer Promotion and Selection Boards.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.1.b	b. Navy and Marine Corps-wide policies and procedures governing the classification, assignment, promotion and distribution of officer and enlisted personnel.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.1.c	c. Navy-wide policies and procedures established by Chief of Naval Reserve governing the administration of Naval Reserve programs.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.1.d	d. Navy and Marine Corps-wide policies governing the wearing of Naval and Marine Corps accessories.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.1.e	e. Navy and Marine Corps-wide policies and procedures governing career planning programs and efforts aimed at the retention of personnel.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.1.f	f. Recruiting efforts, including the establishment of quantitative and qualitative recruiting goals, statistical data in consolidated or summary form concerning recruiting and the development of marketing strategies, advertising programs, and other aspec	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.1.g	g. Training and education programs, including recruit training, officer candidate training, nuclear power training, the aviation cadet program and other aspects of naval aviation training.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.1.h	h. Navy and Marine Corps-wide policies and procedures relating to performance and conduct, including the policies governing the operation of places of confinement.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT

1	1000.1.i	i. Navy and Marine Corps-wide policies and procedures governing the granting of awards and decorations.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.1.j	j. Navy and Marine Corps-wide policies governing the establishment and operation of morale and personal affairs activities and programs, including chaplains and religious affairs matters, and dependent and survivor entitlements.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.1.k	k. Other Navy and Marine Corps-wide policies, programs and procedures in the military personnel area.	Cut off annually. Transfer to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives when 30 years old.	N1-NU-86-1	PERMANENT
1	1000.4.i	i. Individual Service Review Board Proceedings Records.		N1-NU-86-1	PERMANENT
1	1000.4.i(2)	(2) Civilian/Contractor Personnel Service Review Cards are control cards showing determinations of active duty type discharges for civilian/contractor personnel under the provisions of Public Law 95202. These are maintained at the Naval Military Personnel	Permanent. Transfer to NARA 30 years after service credit determination is made.	NC1-NU-85-1	PERMANENT
1	1001	RESERVE POLICIES AND PROGRAMS RECORDS		N1-NU-86-1	PERMANENT
1	1001.1	1. PRIMARY PROGRAM RECORDS OF NAVY RESERVE HEADQUARTERS. That portion of the COMNAVRESFOR files that relates to the overall administration and significant accomplishments of military reserve personnel programs including planning, disciplinary, and education	PERMANENT. Transfer to: NARA Southwest Region, P.O. Box 6216, Fort Worth, TX 76115-0216, when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1020	UNIFORMS RECORDS		N1-NU-86-1	PERMANENT
1	1020.1	1. UNIFORM CORRESPONDENCE FILES.		N1-NU-86-1	PERMANENT
1	1020.1.a	a. Primary Program Correspondence, Establishing Policy.	Apply SSIC 1000.1.a	N1-NU-86-1	PERMANENT
1	1020.2	2. Historical Collections.	DO NOT DESTROY. Disposition is not authorized.	DO NOT DESTROY	PERMANENT
1	1040	RETENTION/CAREER PLANNING RECORDS		N1-NU-86-1	PERMANENT
1	1040.1	1. PRIMARY PROGRAM RECORDS. Files used to document plans, policies, programs, and procedures relating to retention/career planning.	Apply par 1000.1.	N1-NU-86-1	PERMANENT
1	1070	PERSONNEL RECORDS		N1-NU-86-1	PERMANENT
1	1070.1	1. Navy Official Military Personnel File (OMPF) by BUPERS. The OMPF records documents the career of each officer and enlisted member of the military under the provisions of Public Law 95-202 (32 CFR 47) from time of entry into service until final separation		N1-330-04-1	PERMANENT
1	1070.1.a	a. Records consist of officer (master microfiche, numbers 1 through 6), enlisted (master microfiche, numbers 1E through 4E), and officer's service jacket (Navy Officer's Miscellaneous Correspondence and Orders Jacket (NAVPERS 700), Officer's Selection Board	Transfer to: Commander, Navy Personnel Command, PERS-4912, 5722 Integrity Dr., Millington, TN 38054, 6 months after discharge, retirement, or death of service member. PERS 4912 will forward to: NPRC, Military Personnel Records (MPR), 9700 Page Boulevard	N1-330-04-1	PERMANENT

1	1070.1.b	b. Computerized individual personnel records of all military personnel in the active Navy, including the Officer Master File, the Enlisted Master File, and the Officer Loss File. OMPF fall under one of the following 7 subparagraphs and will be transferr	PERMANENT: OMPF will be transferred to the National Archives for permanent retention: 1. 62 years after the date of retirement to the storage facility of the newest record within the block. Applicable to pre-registry blocks. (N3-330-04-1) 2. 62 year	N1-330-04-1	PERMANENT
1	1070.2	2. NAVY MILITARY SERVICE RECORDS MAINTAINED AT THE UNIT TO WHICH THE MEMBER IS ATTACHED. Consists of Officer Service Records (NAVPERS 1070/66) and Enlisted Service Records (NAVPERS 1070/600).	Process officer and enlisted service records following NAVMILPERSMAN 5030141 and 5030140.	N1-NU-86-1	PERMANENT
1	1070.3.a	a. 1994-1998 Diazo microfiche copy and the mixed mode records.	Transfer to NPRC, 9700 Page Blvd St. Louis, MO 63132. PERMANENT: Apply SSIC 1070.1b.	N1-NU-86-1	PERMANENT
1	1070.3.b	b. After 1999. Records are maintained within Optical Digital Imaged Records Management System (ODI/RMS). Combine with the Officer Qualification Record/Service Record Book, as appropriate.	PERMANENT: Apply SSIC 1070.1b. Note: The Military Service may destroy original electronic, paper, and or microform OMPF documents/records after verification that information has been converted to an electronic format. Such verification may occur as a pa	N1-NU-86-1	PERMANENT
1	1070.3.c	c. Medical and Dental Records after 31 Jan 94	Apply SSIC 6150.1	N1-330-04-1	PERMANENT
1	1070.4	4. MARINE CORPS OFFICER QUALIFICATION RECORD (OQR) AND MARINE CORPS ENLISTED SERVICE RECORD BOOK (SRB). These records are maintained by command to which the Marine is attached. They consist of a cumulative and concise summary of basic events of the off	Forward to HQMC when the Marine is separated from service or as otherwise directed by Marine Corps' instructions. (HQMC will apply SSIC 1070.3.)	N1-NU-86-1	PERMANENT
1	1070.16	16. CLOTHING MEASUREMENT FILES. Correspondence and other records relating to clothing measurements used for naval personnel reordering purposes accumulated only by the Naval Uniform Shop, Brooklyn, NY.		N1-NU-86-1	PERMANENT
1	1070.16.a	a. Men's and Women's Uniform Orders.		N1-NU-86-1	PERMANENT
1	1070.16.a(1)	(1) Records of distinguished personnel.	Transfer to WNRC when 10 years old. Transfer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1070.17	17. The Inactive Manpower and Personnel Management Information System (IMAPMIS) maintains the official automated personnel records for Naval Inactive Reservist, Fleet Reservists and Retired personnel. The system's role is central to all other Reserve Co		N1-NU-93-8	PERMANENT
1	1070.17.a	a. INACTIVE OFFICER MATER FILE (IOMF) carries entire personnel records for all officers who are Naval Inactive Reservist, Fleet Reservists and Retired personnel.		N1-NU-93-8	PERMANENT
1	1070.17.a(1)	(1) Master File.	PERMANENT. Transfer a copy to National Archives annually.	N1-NU-93-8	PERMANENT

1	1070.17.a(2)	(2) Systems Documentation.	PERMANENT. Transfer a copy to National Archives with master file transfer.	N1-NU-93-8	PERMANENT
1	1070.17.b(1)	(1) Master File.	PERMANENT. Transfer a copy to National Archives annually.	N1-NU-93-8	PERMANENT
1	1070.17.b(2)	(2) Systems Documentation.	PERMANENT. Transfer a copy to National Archives with master file transfer.	N1-NU-93-8	PERMANENT
1	1070.17.c(1)	(1) Master File.	PERMANENT. Transfer a copy to National Archives annually.	N1-NU-93-8	PERMANENT
1	1070.17.c(2)	(2) Systems Documentation.	PERMANENT. Transfer a copy to National Archives with master file transfer.	N1-NU-93-8	PERMANENT
1	1070.17.d(1)	(1) Master File.	PERMANENT. On an annual basis, transfer to the National Archives a copy of the file containing the records of all officers lost to Navy strength during the past year.	N1-NU-93-8	PERMANENT
1	1070.17.d(2)	(2) System Documentation.	PERMANENT. Transfer a copy to National Archives with master file transfer.	N1-NU-93-8	PERMANENT
1	1070.17.e(1)	(1) Master File.	PERMANENT. On an annual basis, transfer to the National Archives a copy of the file containing the records of all enlisted personnel lost to Navy strength during the past year.	N1-NU-93-8	PERMANENT
1	1070.17.e(2)	(2) System Documentation.	PERMANENT. Transfer a copy to National Archives with master file transfer.	N1-NU-93-8	PERMANENT
1	1080.3.b(1)	(1) Silver negative and on copy.	Transfer to WNRC 6 months after microfilm/microfiching. Transfer to NARA in 5 year blocks when most recent record is 25 years old.	N1-NU-90-5	PERMANENT
1	1080.3.b(2)	(2) Card indexes and other finding aids.	Transfer to NARA when all records to which finding aids relate have been transferred.	N1-NU-90-5	PERMANENT
1	1080.6.a(1)	(1) Silver negative and one copy.	PERMANENT. The Deputy Chief of Staff for Manpower (Code MSRB) will transfer to WNRC after the film has been verified. Transfer to National Archives in 5 year blocks when most recent record is 25 years old. Records will be filmed, inspected, and maintain	N1-NU-90-5	PERMANENT

1	1080.6.a(2)	(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.	N1-NU-90-5	PERMANENT
1	1122.1	1. FILES, STUDIES, REPORTS, STATISTICAL DATA. Files related to reports and studies conducted by military and civilian research organizations to gain knowledge of the labor market, trends on target populations which would be beneficial in developing effe	Apply par. 1000.1.	N1-NU-86-1	PERMANENT
1	1123.1.a	a. Files Containing Historical Information. Files that provide historical data on a year to year basis, stored on computer tape, or in paper records.	Apply par. 1000.1.	N1-NU-86-1	PERMANENT
1	1123.2	2. ALL OTHER RECRUITING DATA PROCESSING RECORDS, SUCH AS HARDWARE, SOFTWARE, CARDS, ETC.	Apply par. 5230	N1-NU-86-1	PERMANENT
1	1141.1.a.(1)	(1) Navy Recruiting publications, many in color, used for various recruiting purposes.	Retire to Washington National Records Center. Offer to National Archives in 5 year blocks when most recent publication is 20 years old.	N1-NU-86-1	PERMANENT
1	1141.1.a.(2)	(2) Photographic file, including color slides. Note: Care must be taken when applying these dispositions. Permanent records are included. Note: Care must be taken when applying these dispositions. Permanent records are included.	Apply SSIC 5291.	N1-NU-86-1	PERMANENT
1	1150.2.a	Preprint Materials, Masters, Originals, Negatives, Prints, and Dubbings. Note: Care must be taken when applying these dispositions. Permanent records are included.	Apply SSIC 5291.	N1-NU-86-1	PERMANENT
1	1152.4.a	a. Original File Copies Retained by Program Manager. Note: Care must be taken when applying these dispositions. Permanent records are included.	Retain on board. Offer two sets of slides with script for each old, new or updated presentation to the National Archives. Continue to offer two sets of each new and/or updated presentation in 5 year blocks. Retain one additional set on board. Destroy	N1-NU-86-1	PERMANENT
1	1153.1	1. GENERAL CORRESPONDENCE FILES. Files relating to the development of recruiting support programs with sports celebrities including racing, basketball, baseball, and soccer. Files include papers relating to the administration of the programs. (Exclude	Apply par. 1000.2.	N1-NU-86-1	PERMANENT
1	1154.2.a	a. Original Copies of Art Work, Art Work for Posters, Still Photo Projects and Slide Presentations Retained by Project Manager as well as two copies of each printed poster.	Transfer to the National Archives when 3 years old.	N1-NU-86-1	PERMANENT
1	1154.4	4. MOTION PICTURE PROGRAM CONTRACT AND RELATED CORRESPONDENCE. Correspondence and reports related to script development and review, talent releases, certificates of contract fulfillment, other information on contract performance, and all final scripts.	Apply SSIC 5291.	N1-NU-86-1	PERMANENT

1	1154.5.a	a. Preprint Materials, Masters, Originals, Negatives, Prints, Dubbings. Note: Care must be taken when applying these dispositions. Permanent records are included.	Apply SSIC 5291.	N1-NU-86-1	PERMANENT
1	1220.3.a	a. Individual Reenlists Immediately After Discharge.	Transfer to new service record.	N1-NU-86-1	PERMANENT
1	1421.2.d	d. Local Service Record Copy.	Retain with service record.	N1-NU-86-1	PERMANENT
1	1500.1	1. PRIMARY PROGRAM RECORDS. Records relating to the overall organization, development, policy, planning, management and administration of military personnel training and education programs, including the establishment, approval, and revision of courses	PERMANENT. Transfer to FRC when no longer required for research or reference. Transfer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1500.10.a	a. Records of the Naval War College (NAVWARCOL), Armed Forces War College (AFWC), and the Armed Forces Staff College (AFSC). (Naval Academy records see par. 1531.2.)	Permanent. Transfer to WNRC when no longer needed for local reference. Transfer to NARA 20 years after transfer.	N1-NU-86-1	PERMANENT
1	1511.1.a	a. Primary Program Records. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.	PERMANENT. See SSIC 1000.1. (Master copies of machine-readable records must conform to standards set by NARA.)	N1-NU-86-1	PERMANENT
1	1512.1.a	a. Primary Program Records. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.	Permanent. See par. 1000.1. (Master copies of machine-readable records must conform to standards set by NARA.)	N1-NU-86-1	PERMANENT
1	1520.2.a	a. Naval Advisory Records. Files reflecting Navy's advisory role in the organizational history of the AFSC. General policy agreements, copies of Joint Chiefs of Staff (JCS) Memoranda, organization charts, and other similar papers.	Permanent. Transfer to FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1520.2.b	b. Primary Program Records. Files pertaining to the primary mission and overall management of the AFSC. Include one copy of comprehensive annual reports of the AFSC covering all phases of its organization and operation (original is sent to the JCS with	Permanent. Transfer to FRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1520.2.d(1)	(1) Theses selected by the facility of the AFSC for exceptional information or educational values.	DO NOT DESTROY. Disposition is not Authorized	DO NOT DESTROY	PERMANENT
1	1520.3.a	a. Primary Program Records. Files that reflect the overall management and organization of the NAVWARCOL, and the planning, procedural development, progress, and significant accomplishments of its academic and naval personnel training programs.	Permanent. Cut off and transfer to FRC when files become inactive. Offer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1520.3.b	b. Official Student Record Cards of Officers Under Instruction at the NAVWARCOL.	Apply SSIC 1500.10a.	N1-NU-86-1	PERMANENT
1	1520.3.d	d. Individual Student Jackets. Case files for each NAVWARCOL graduate and disenrollee.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
1	1520.3.f	f. Other NAVWARCOL Records.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
1	1522.1	1. PRIMARY PROGRAM RECORDS. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.	Permanent. See SSIC 1000.1 (Master copies of machine readable records must conform to standards set by NARA.)	N1-NU-86-1	PERMANENT

1	1523.1	1. PRIMARY PROGRAM RECORDS. Files and other records maintained to document overall policy, plans, management, organization, procedural development, and accomplishment of these programs, whether final format is paper, magnetic tape, or other.	Permanent. See par. 1000.1. (Master copies of machine-readable records must conform to standards set by NARA.)	N1-NU-86-1	PERMANENT
1	1530.1	1. PRIMARY PROGRAM RECORDS. Files reflecting the overall management and organization of the programs and the planning, procedural development, progress, and significant accomplishments of the academic and training programs and graduation reports and cla	Permanent. Apply pars. 1000.1 and 1500.1.	N1-NU-86-1	PERMANENT
1	1531.1	1. PRIMARY PROGRAM RECORDS. Records relating to the overall organization, development, management, and administration of the Naval Academy, including the education and training of midshipmen. Also included are school publications and midshipmen activit	Permanent. Transfer to U.S. Naval Academy Archives when no longer needed for current Academy business.	N1-NU-86-1	PERMANENT
1	1531.3.b	b. Microfilm Copies.	Permanent. Transfer to U.S. Naval Academy Archives on verification of microfilm.	N1-405-87-1	PERMANENT
1	1531.4.a	a. Data bases maintained by the Registrar, Commandant or other offices consisting of data for transcripts, class grade files, admission files, and other similar files.	Permanent. Transfer copies of the machine readable files for a given class, together with pertinent documentation, to the National Archives 3 years after the class graduates (e.g., Class of 1987 in the summer of 1990).	N1-NU-86-1	PERMANENT
1	1531.4.b	b. GMATRIX. Database maintained by the Registrar and including graduates and non - graduates.	Permanent. Transfer copies of the machine-readable files for a given class, together with pertinent documentation, to the National Archives 3 years after the class graduates (e.g., Class of 1987 in the summer of 1990).	N1-NU-86-1	PERMANENT
1	1533.2	2. SUMMARY OF ACADEMIC FACULTY RECORDS OR REPORTS. Files that document the history of the ROTC program at any particular installation, including one copy of school publications and school rosters or graduation reports listing all graduates who are commis	Apply par. 1500.1.	N1-NU-86-1	PERMANENT
1	1533.3.a	a. Officers Commissioned.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
1	1551.1.a	a. Originators' Master Negative Film. Color original plus separate optical sound track, intermediate master positive or duplicate negative plus optical sound track, and sound projection print or video recording.	Transfer to: Defense Visual Information Center, Attn: Motion Media Records Center, 23755 Z Street Bldg 2730, Riverside CA. 92581-2717 http://www.dodmedia.osd.mil when copy is made. Transfer to NARA 20 years after transfer.	N1-NU-86-1	PERMANENT

1	1552.1.a	a. Master Copies of Originating Activity.	Forward one copy of each to FRC when no longer needed for frequent reference. Transfer to NARA in 5-year blocks when 20 - 25 years old. (Naval Education and Training Program Management Support Activity (NETPMSA) will forward a copy of each new training	N1-NU-86-1	PERMANENT
1	1570.3	3. ALL OTHER RECORDS. Note: Permanent records are included.	Apply pars. 1000.1 and 1000.2, and 1500.1 and 1500.2, as applicable.	N1-NU-86-1	PERMANENT
1	1616.3.b	b. When Individual Reenlists Immediately After Discharge.	Transfer to new service record.	N1-NU-86-1	PERMANENT
1	1620.4	4. COURTS - MARTIAL RECORDS.	Apply par. 5810.	N1-NU-86-1	PERMANENT
1	1640.3.a	a. History File of Prisoner Data.	Permanent. Initially transfer to NARA records of all prisoners released from confinement in 1989 and prior years. Thereafter transfer annually the "History File" of prisoners released 5 years ago. All data transfers will be in accordance with 36 CFRs12	N1-NU-93-6	PERMANENT
1	1640.3.b	b. History File Documentation.	Permanent. Transfer complete copy of documentation with initial transfer of History File (SSIC 1640.3a). Transfer updated documentation with subsequent annual transfers.	N1-NU-93-6	PERMANENT
1	1650.1.a	a. Board's Case Files. Correspondence, recommendations, and other supporting documentation regarding individual and unit awards requiring approval by the Secretary of the Navy. File includes the record of actions taken by the Board on each case presente	Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 25 years old.	N1-NU-92-14	PERMANENT
1	1650.1.b	b. Board of Awards File. World War I file of original recommendations for decorations and awards, records of action taken, and related correspondence.	Permanent. Retain on board. Transfer to NARA immediately.	N1-NU-86-1	PERMANENT
1	1650.1.d(1)	(1) Silver halide microfilm and one reference copy of Master Card File (1920-1977) maintained by the Board of Decorations and Medals.	Permanent. Transfer to NARA in 2027 or when no longer needed for reference, whichever is sooner.	N1-NU-92-14	PERMANENT
1	1650.1.d(3)(a)	(a) Electronic Files.	Permanent. Initially transfer a copy of the "history" files for the years 1976 to 1989 to the National Archives in accordance with 36 CFR 1228. Transfer a copy of the file of records being moved from the "active" file to the "history" file at the time r	N1-NU-92-17	PERMANENT

1	1650.1.d(3)(b)	(b) Documentation.	Permanent. Transfer the documentation for the "history" files to the National Archives with the initial transfer of the "history" files. Transfer the documentation for the "active" files with each subsequent transfer of the "active" files.	N1-NU-92-17	PERMANENT
1	1650.3.c(1)(a)	(a) From 1999 to 2003	PERMANENT. Pre-accession immediately the Closed/Completed Awards files for the years 1999-2003 to the National Archives (NARA) in accordance with 36 CFR 1228 and current NARA guidance. Transfer legal custody to NARA when 25 years old.	N1-NU-06-7	PERMANENT
1	1650.3.c(1)(b)	(b) Beginning 2004	PERMANENT. Pre-accession physical custody to the National Archives (NARA) the Closed/Completed Awards files annually when 3 years old, in accordance with 36 CFR 1228 and current NARA guidance. Transfer legal custody to NARA when 25 years old	N1-NU-06-7	PERMANENT
1	1650.3.c(1)(c)	(c) Documentation (Media Neutral). Records include but are not limited to description of data elements and file layout, code books, and operators and user manuals.	PERMANENT. Transfer the system documentation with the initial transfer of the records and each subsequent transfer.	N1-NU-06-7	PERMANENT
1	1730.1	1. IMMEDIATE OFFICE RECORDS OF THE CHIEF OF CHAPLAINS. Files representing primary program documentation for the chaplain and religious affairs program, including selected active duty chaplain annual reports.	Permanent. Transfer to WNRC when files become inactive. Transfer to NARA when 25 years old.	N1-NU-86-1	PERMANENT
1	1754.a	a. Records and Documentation relating to Policy and Guidance for the Key Volunteer Network.	DO NOT DESTROY. Disposition is not authorized.	DO NOT DESTROY	PERMANENT
1	1754.b	b. Administrative and program records may include funding plans (budget) for non-appropriated/appropriated funds and appointment letters.	DO NOT DESTROY. Disposition is not authorized.	DO NOT DESTROY	PERMANENT
1	1771.1	1. CORRESPONDENCE, MESSAGES, AND REPORTS PERTAINING TO PERSONNEL CASUALTY INCIDENTS. Files include reports submitted or received from the Department of the Navy. (Exclude information to be filed in official service record folders.) These records should	Permanent. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old.	N1-NU-86-1	PERMANENT
1	1771.2	2. ALPHABETIC CASUALTY CARDS. Files, including DD 1300s (Report of Casualty), on deceased naval personnel (active and inactive). (These records should be transferred to NARA because of requests for death certificates by next of kin for benefits, general	Permanent. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old.	N1-NU-86-1	PERMANENT

1	1772.1	1. DEPARTMENT OF THE NAVY SURVIVOR BENEFITS POLICY RECORDS. These records include precedent setting legal opinions by the Judge Advocate General (JAG), Office of General Counsel, and Comptroller General that influence the payment of benefits based on pa	Permanent. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old.	N1-NU-86-1	PERMANENT
1	1780.1	1. PRIMARY PROGRAM RECORDS. General correspondence files of the Office of the Chief of Naval Operations consisting of correspondence, studies, reports, and other records that reflect the overall development and accomplishment of plans, policies, program	Permanent. Transfer to WNRC when 4 years old or when files are no longer needed, whichever occurs earlier. Transfer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1780.2	2. LEGISLATION AND CONGRESSIONAL ACTION RECORDS. Files of the CNO that document essential or important policy transactions relating to legislative proposals and enactments, congressional investigations, and other congressional matters.	Permanent. Transfer to WNRC when file becomes inactive. Offer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1780.3.a	a. Legislative Proposal Files. Drafts of proposed legislation and Executive Orders together with supporting papers and comments reflecting the Department of the Navy position on proposed legislation or legislation already introduced in Congress.	Permanent. Transfer to WNRC when file becomes inactive. Transfer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1780.5	5. LEGAL OPINION RECORDS. Legal decisions or opinions on educational benefits matters relating to laws, regulations, administrative decisions, and directives affecting the Department of the Navy.	Permanent. Transfer to WNRC when 4 years old or when file becomes inactive. Transfer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1800.1.e	e. Plans (tracings and blueprints) or Physical Plants and Layout of the Home.	DO NOT DESTROY. Disposition is not authorized.	DO NOT DESTROY	PERMANENT
1	1800.1.f	f. Plans (tracing and blueprints) or Physical Plants and Layout of Mount Moriah Cemetery. (Records created on or before 18 July 1977 are Navy records. Mount Moriah Cemetery was transferred to the Veteran's Administration control on 18 July 1977.)	Permanent. Transfer all existing records to FRC, Philadelphia. Transfer to NARA when 20 years old.	N1-NU-86-1	PERMANENT
1	1810.1	1. CORRESPONDENCE FILES. Files relating to the processing of officer and enlisted naval personnel for non-disability retirement and to the administration of non-disability retirement functions.	File in microfiche record (military service jacket, SSIC 1070.1) after completion of retirement processing.	N1-NU-86-1	PERMANENT
1	1830	FLEET RESERVE RECORDS	Apply par. 1810.	N1-NU-86-1	PERMANENT
1	1900.2.b	b. NMPC and HQMC. One copy of each order to be filed in individual's service record. (Navy orders are forwarded with endorsements and other separating documents or forms to BUPERS as provided in the MILPERSMAN. Marine Corps copies are forwarded as prov	File in appropriate individual's personnel record/service jacket.	N1-NU-86-1	PERMANENT
1	1900.5	5. ORIGINAL ADMINISTRATIVE DISCHARGE RECORDS. Files relating to individual cases including briefs and recommendations, transcripts of board proceedings, and correspondence with interested parties relating to the disposition of the case maintained by NMP	File in individual's service record.	N1-NU-86-1	PERMANENT
2	2000.1	1. PRIMARY PROGRAM CORRESPONDENCE. FILES OF THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV) (N6), COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND (NCTC), AND COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND. Files include correspondence, st	Permanent. Retire to the Washington National Records Center (WNRC) when 10 years old. Transfer to the National Archives and Records Administration (NARA) when 20 years old.	N1-NU-89-1	PERMANENT

2	2000.3.a	a. Records set. (One copy of each publication originated by cognizant activity.)	Permanent. Transfer to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2	2000.4.a	a. Record copy. (One copy of each plan originated by cognizant activity.)	Permanent. Transfer to nearest FRC when superseded, cancelled, or no longer needed for reference, whichever is later. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2	2014.2.a	a. Record copy.	Permanent. Retire to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2	2021.1	1. PRIMARY PROGRAM RECORDS. Records accumulated by CNO and Commander, Space and Naval Warfare Systems Command relating to preparing, coordinating, issuing, and interpreting policy matters related to fulfilling the functions of communications command and c	Permanent. Retire to WNRC when 5 years old. Transfer to National Archives when 20 years old.	N1-NU-89-1	PERMANENT
2	2046.1	1. RECORDS relating to environmental impact on ELF Program and resulting public and congressional interest, at CNO, Naval Computers and Telecommunications Command, and Space and Naval Warfare Systems Command. Records which document the intense public inte	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2	2083.1	1. MULTICHANNEL AND SINGLE CHANNEL PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities which support fleet submarine broadcasts or a change in the broadcast alignment or control.	Permanent. Retire to FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2	2089.2	2. MULTICHANNEL, SINGLE CHANNEL, AND NATO PLANNING RECORDS. Records pertaining to the establishment or disestablishment of communications facilities supporting fleet broadcasts.	Permanent. Retire to FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2	2201.1	1. Primary program correspondence accumulated by Commander, Naval Security Group relating to communications security within the Department of the Navy including plans, doctrine programming and guidance developed by naval security agency (nsa) and the cno	Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire record series or 5-year blocks thereof, if unclassified or decla	N1-NU-89-1	PERMANENT
2	2206.3.c	c. Equipment Modifications - Major changes to systems components that have a significant impact on programs.	Permanent. Transfer to NARA per SSIC 2201.	N1-NU-89-1	PERMANENT
2	2207.1	1. Record copy maintained by program sponsor.	Permanent. Transfer to NARA per SSIC 2201.	N1-NU-89-1	PERMANENT
2	2212.1.a	a. Major violations, including espionage.	Permanent. Transfer to NARA per SSIC 2201.	N1-NU-89-1	PERMANENT

2 2230-2233	CRYPTOGRAPHIC SECURITY These SSIC's are being deleted from SECNAV Manual 5210.2, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes. NOTE: Permanent records are included.	Retire records under SSIC 2212 of this instruction or under appropriate SSIC in the 3200 series.	N1-NU-89-1	PERMANENT
2 2250.1	1. PRIMARY PROGRAM RECORDS relating to policy and procedures regarding cryptographic equipment.	Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire record series of 5 year blocks thereof, if unclassified or decl	N1-NU-89-1	PERMANENT
2 2253	MASTER STATION KEYED CRYPTOGRAPHIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	PERMANENT
2 2254	AIRBORNE CRYPTOGRAPHIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	PERMANENT
2 2255	SHIPBOARD CRYPTOGRAPHIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	PERMANENT
2 2256	SHORE CRYPTOGRAPHIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	PERMANENT
2 2257	EQUIPMENT, VEHICULAR/MANPACK CRYPTOGRAPIC EQUIPMENT NOTE: Permanent records are included.	Do not file records under this SSIC, but use 2250. Apply SSIC 2250.	N1-NU-89-1	PERMANENT
2 2281.1	1. Records relating to development and implementation of plans, policy, procedures, doctrine, programming and guidance both internal and external to the Communications Security Material System, accumulated at the Office of the Director, CMS and at the CNO	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 to NARA entire records series or 5-year blocks thereof, if unclassified or declassif	N1-NU-89-1	PERMANENT
2 2300.1	1. FILES OF OPNAV (N6), Space And Naval Warfare Systems Command and The Naval Computer and Telecommunications Command. Files include studies and reports that document the planning and development of telecommunications programs, policies, procedures, meth	Permanent. Retire to the WNRC when 10 years old. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2 2300.3.a	a. Record set.	Permanent. Apply SSIC 2000.3.	N1-NU-89-1	PERMANENT
2 2310.1.a(1)	(1) Silver halide microform message files arranged in date time group order.	Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2 2310.1.b	b. Microform index to OPNAV message files showing date time group, originator, classification, special handling instructions and location on the microform.	PERMANENT. Cut off annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2 2310.2.a(1)	(1) Microform copy.	Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2 2310.2.a(3)	(3) Indexes to microform message files.	Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT

2 2316.1.b	b. Naval Telecommunications System Performance annual report compiled from input reports.	Permanent. Retire to FRC when 10 years old. Transfer to NARA when 20 years old.	N1-NU-89-1	PERMANENT
2 2500.1	1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, Commander, Naval Security Group (COMNAVSECGRU), Director, Office of Naval Intelligence and flag level headquarters, such as memoranda, letters, messages, reports and attachments, documenting high level	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. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassifi	N1-NU-89-1	PERMANENT
2 2501.1	1. PRIMARY PROGRAM RECORDS. Records relating to the Navy's policy and doctrine regarding SI communications planning at OPNAV, COMNAVSECGRU, Director, Office of Naval Intelligence and flag level headquarters.	Permanent. Transfer to NARA per par. 2500.1.	N1-NU-89-1	PERMANENT
2 2501.3.a	a. Record copy of Navy-originated plans.	Permanent. Transfer to NARA per para. 2500.1.	N1-NU-89-1	PERMANENT
2 2502.2.a	a. Official record copy developed by program sponsor.	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. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassifi	N1-NU-89-1	PERMANENT
2 2506.1	1. MINUTES of board meetings and supporting technical documents, including wiring diagrams and blueprints.	Permanent. Transfer to NARA per para. 2500.1.	N1-NU-89-1	PERMANENT
2 2510.1	1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, COMNAVSECGRU, flag level headquarters and the office of program sponsor. Includes: plans for installation and concepts of operations; records relating to actual installation and concepts of operations,	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. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassifi	N1-NU-89-1	PERMANENT
2 2510.3.a	a. Official record copy developed by program sponsor.	Permanent. Apply para. 2510.1.	N1-NU-89-1	PERMANENT
2 2511.1	1. RECORDS relating to music automated communications systems that interface existing communications networks and incorporate Tactical Intelligence Communications Center (TICC) functions within a single system.	Apply SSIC 2510.	N1-NU-89-1	PERMANENT
2 2512.1	1. CONCERNS A VARIETY OF OFF-LINE CRYPTOGRAPHIC EQUIPMENTS AND THEIR USE FOR TRANSMISSION OF MESSAGE TRAFFIC.	Apply SSIC 2510.	N1-NU-89-1	PERMANENT
2 2513.1	1. RECORDS relating to time division multiplexing of multiple circuits into a single transmitted data stream.	Apply SSIC 2510.	N1-NU-89-1	PERMANENT
2 2515.1	1. RECORDS relating to a group of Regional Reporting Centers (co-located with NAVSECGRU stations) which provide special mission support to tactical/national consumers. a system that provides telecommunications support for Project CLASSIC WIZARD.	Apply SSIC 2510.	N1-NU-89-1	PERMANENT

2	2516.1	1. Covers ADP systems used for transmission of messages among naval and Department of Defense (DOD) command elements.	Apply appropriate subparagraph of SSIC 2510.	N1-NU-89-1	PERMANENT
2	2517.1	1. Records relating to AUTODIN limited privacy service (ALPS) which is a communications handling system that allows for protection of electronically transmitted compartmented messages via the AUTODIN/DSSCS without formal indoctrination of Automatic Switch	Apply appropriate subparagraph of SSIC 2510.	N1-NU-89-1	PERMANENT
2	2520.1	1. Records relating to circuitry used for transmission of HFDF data.	Apply appropriate subparagraph of SSIC 2510.	N1-NU-89-1	PERMANENT
2	2530.1	1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, COMNAVSECGRU, flag headquarters and the office of program sponsor. Includes plans for installation, concept of operations and records relating to actual installation schedules and systems obsolescence a	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. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassifi	N1-NU-89-1	PERMANENT
2	2530.3.a	a. Official record copy developed by program sponsor.	Permanent. Apply SSIC subparagraph 2530.1.	N1-NU-89-1	PERMANENT
2	2531.1	1. Operational records relating to the SI Air Ground Communications System which provides specific aircraft secure communications with designated SI capable ships and NAVSECGRU Shore Stations.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	PERMANENT
2	2532.1	1. Records relating to SI Ship Shore Communications Systems.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	PERMANENT
2	2533.1	1. Records relating to various tactical SI communications and encryption systems used by the USMC for cryptologic support to amphibious warfare during amphibious assaults and when ashore.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	PERMANENT
2	2534.1	1. Operational records relating to various Tactical SI Communications Systems and circuitry used to provide real-time cryptologic and intelligence support to battle group commanders, between units of a battle group and for various special operations. Syst	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	PERMANENT
2	2535.1	1. Records concerning an obsolete system providing circuit interconnections for transmission of data among Department of the Navy and other DOD activities.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	PERMANENT
2	2536.1	1. Records relating to the SI Tactical Intelligence Communications System (TACINTEL), which is a member of the family of automated information exchange subsystems, developed under the Fleet Satellite Communications (FLTSATCOM) program to support the rapid	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	PERMANENT
2	2537.1	1. Records relating to the SI Operational Intelligence Communications (OPINTEL) broadcast which provides a means for broad and rapid dissemination of Operational Intelligence, Communications Intelligence (COMINT), SI, and Special Weather Intelligence (SWI	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	PERMANENT

2 2538.1	1. Records relating to the SI Submarine Satellite Information Exchange Subsystem (SI SSIXS), which is a communications relay system, designed to provide high data rate message delivery to submarines.	Apply appropriate subparagraph of SSIC 2530.	N1-NU-89-1	PERMANENT
2 2791.2	2. TRAFFIC HANDLING/PROCESSING RECORDS.	Apply appropriate subparagraph of SSIC 2310.	N1-NU-89-1	PERMANENT
2 2792.3	3. TRAFFIC HANDLING/PROCESSING RECORDS.	Apply SSIC 2310.	N1-NU-89-1	PERMANENT
2 2793.2	2. Traffic Handling/Processing Records.	Apply appropriate sub items of SSIC 2310.	N1-NU-89-1	PERMANENT
2 2800	GENERAL COMMUNICATIONS PLANS, PROGRAMS, AND REQUIREMENTS RECORDS NOTE: Permanent records are included.	Apply subparagraph 2000.4	N1-NU-89-1	PERMANENT
2 2805	COMMUNICATIONS LONG AND MID-RANGE PLANNING RECORDS NOTE: Permanent records are included.	Apply subparagraph 2000.4.	N1-NU-89-1	PERMANENT
2 2830.2.a	a. Records concerning interoperability policy and programs.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	N1-NU-89-1	PERMANENT
2 2830.5	5. AGREEMENTS AND MEMORANDA OF UNDERSTANDING CONCERNING CROSS SERVICING OF TELECOMMUNICATIONS. These policy records relate to inter-service, inter-agency and Allied agreements.	Permanent. Retire to WNRC when 10 years old. Transfer to NARA when 25 years old.	N1-NU-89-1	PERMANENT
2 2880.2.a	a. Master copy filed at NCTC.	Permanent. Transfer to NARA 25 years after superseded.	N1-NU-89-1	PERMANENT
3 3000.1	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 m	Permanent. Retire to Director of Naval History Operational Archives (CNO N09BH) annually. N09BH transfer to NARA when 50 years old.	N1-NU-89-5	PERMANENT
3 3000.2.a	a. Paper copies created prior to 1975 and after June 1995.	Permanent. Retire to WNRC in 6-month increments <input type="checkbox"/> (Jan-Jun/Jul-Dec) when 2 years old. Transfer to <input type="checkbox"/> NARA when 20 years old.	N1-NU-96-3	PERMANENT
3 3000.2.b(1)	(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.	N1-NU-96-3	PERMANENT
3 3000.3	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,	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.	N1-NU-89-5	PERMANENT
3 3000.4	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 A	Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT

3 3000.5.a	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 d	Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3000.6.a	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	Permanent. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3000.8.a	a. Journals for calendar year 1973 and earlier.	Transfer to NARA immediately. NARA will accession those Journals of historical value and is authorized to destroy Journals lacking historical value.	N1-NU-89-5	PERMANENT
3 3005.1	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	Permanent. Retire to WNRC when files become inactive. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3005.5.a	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.	N1-NU-89-5	PERMANENT
3 3006.1.a	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.	N1-NU-89-5	PERMANENT
3 3010.1	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.	N1-NU-89-5	PERMANENT
3 3010.2	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	Permanent. Retire to WNRC 5 years after cancelled or superseded. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3010.3.a	a. Copy maintained by OPNAV.	Permanent. Retire to WNRC 1 year after cancelled or superseded. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3010.4	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.	N1-NU-89-5	PERMANENT
3 3050.1.a	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 alter	Permanent. Retire to WNRC 5 years after supersession. Transfer to NARA 20 years after retirement.	N1-NU-89-5	PERMANENT

3 3050.1.b	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 o	PERMANENT. Retire to WNRC 5 years after supersession. Transfer to NARA 20 years after retirement.	N1-NU-89-5	PERMANENT
3 3050.1.c	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 survivabi	Permanent. Retire to WNRC when superseded. Transfer to NARA 20 years after transfer.	N1-NU-89-5	PERMANENT
3 3051.1	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.	N1-NU-89-5	PERMANENT
3 3053.1	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 warf	Retire records under SSIC 3010.3 of this manual.	N1-NU-89-5	PERMANENT
3 3054.1	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.	N1-NU-89-5	PERMANENT
3 3055.1	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.	N1-NU-89-5	PERMANENT
3 3056.1	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.	N1-NU-89-5	PERMANENT
3 3057.1	1. RECORDS assessing the adequacy of Tactical Warfare Programs with regard to requirements imposed by the current and projected threat.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3058.1	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.	N1-NU-89-5	PERMANENT
3 3060.1	1. HISTORICAL Documentation/Files regarding past National, Navy and USMC Mobilization Evolutions.	Permanent. Forward to DNH when no longer required. DNH transfer to NARA when 50 years old.	N1-NU-89-5	PERMANENT
3 3061.1	1. Plans, Correspondence and related Directives regarding Combined, Joint, Navy and Mobilization Contingencies. NOTE: Permanent records are included.	Retire records under SSIC 3010.2 of this manual.	N1-NU-89-5	PERMANENT
3 3062.1	1. Records, Correspondence and Specific Documents relating to Specific National, Navy and Mobilization Contingencies. NOTE: Permanent records are included.	Retire records under SSIC 3010.2 of this manual.	N1-NU-89-5	PERMANENT
3 3070.1	1. OPERATIONS SECURITY (OPSEC) Policy Guidance, Plans, Policy Directives, and formal reports of lessons learned. records originated by SECNAV, CNO, CMC, FLTCINCSs, COMOPTEVFOR, COMNAVSECGRU, and Director, Office of Naval Intelligence.	Permanent. Retire to WNRC 3 years after cancelled. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3092.1.a	a. Consolidated History File (Navy Status of Force).	Permanent. See SSIC 3503 for transfer instructions.	N1-NU-89-5	PERMANENT

3	3092.1.b	b. Global Positioning Information Files.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
3	3092.1.f	f. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.	Permanent. Transfer to NARA with first transfer of history tape. Transfer any changes to systems documentation to NARA with subsequent transfers of tape.	N1-NU-89-5	PERMANENT
3	3100.1	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	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3	3100.2.b	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 ba	Permanent. Retire to WNRC when 4 years old or upon disestablishment, whichever is earlier. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3	3100.4.a	a. Primary Program Records. Correspondence, reports, and other records accumulated by the Office of the DCNO (Logistics) (N4) and Naval Facilities Engineering Command (NAVFACENCOM) Headquarters that relate to the policy, direction, and employment of nav	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3	3100.5.a	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 (DL) as directed by OPNAVINST 3100.7B.	N1-38-92-1	PERMANENT
3	3100.5.b	b. Original Deck Logs predating 1 January 1979 in the custody of the DNH (CNO (N09BH)).	Permanent. Transfer to NARA annually when 30 years old.	N1-38-92-1	PERMANENT
3	3100.5.c	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.	N1-38-92-1	PERMANENT
3	3100.5.e	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: <input type="checkbox"/> Permanent. Transfer original to NARA annually when 30 years old.	N1-NU-98-1	PERMANENT
3	3100.5.f	f. Original Deck Logs created 1 January 1994 and later.	Permanent. Transfer to NARA annually when 30 years old.	N1-NU-98-1	PERMANENT
3	3104.1.a	a. VI-materials (films, tapes, discs, still photo or graphic arts) recorded by Navy and Marine Corps combat camera activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps.	Forward immediately to the Naval Media Center, Washington, DC.	N1-NU-89-5	PERMANENT
3	3104.1.c	c. VI materials accumulated by the Naval Media Center for the Navy and Marine Corps central files. NOTE: Care must be taken applying these dispositions. Permanent records are included.	Disposition of VI materials is governed by SSIC 5290 of this manual.	N1-NU-89-5	PERMANENT

3 3121.1	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.	N1-NU-89-5	PERMANENT
3 3121.2	2. OP-ORDERS ORIGINATED BY NAVY AND MARINE CORPS FLEET COMMANDS.	File record copy with Flag Files under appropriate subsection of SSIC 3100.	N1-NU-89-5	PERMANENT
3 3121.6	6. OPERATING PLANS (OP-PLANS)	File records under the appropriate subsection of SSIC 3010.	N1-NU-89-5	PERMANENT
3 3123.4.e	e. Copies of Photographs of Daily Continuous Location Plots.	Permanent. Retire to WNRC when 1 year old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3129	MARINE AMPHIBIOUS OPERATIONS RECORDS	Retire records under appropriate subsection of SSIC 3100 for actual operations or SSIC 3340 for tactical guides.	N1-NU-89-5	PERMANENT
3 3130.1	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.	N1-NU-89-5	PERMANENT
3 3140.1.a(2)	(2) One silver halide microform set and one diazo or vesicular copy.	Permanent. Transfer to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3140.1.b(1)	(1) Original documents.	Permanent. Transfer to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3140.3	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 res	Permanent. Transfer to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3141.1.e	e. Worldwide unclassified weather observations received in electronic form by FLENUMMETOCEN from WMO and other national and international sources. Included is some satellite data.	Transfer monthly to: FLENUMMETOC,37 Battery Park Avenue,Federal Building, Asheville, NC 28801-2696, for periodic transfer to the National Climatic Center.	N1-NU-89-5	PERMANENT
3 3141.2.a(1)	(1) Silver halide microform copies of Real Time System (RTS) logs, sounding journals, sonar tracer and data sheets, Senior Naval Oceanographic Office Scientist (SNS) Reports, and hydrographic survey smooth sheets.	Permanent. Transfer to nearest FRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-89-5	PERMANENT
3 3141.2.a(2)	(2) Final charts produced from survey.	Permanent. Transfer to nearest FRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-89-5	PERMANENT
3 3141.3.b	b. Final survey sheets (charts), shipboard or office revision, maintained by COMNAVMETOCOM.	Permanent. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.	N1-NU-89-5	PERMANENT

3 3141.3.d	d. Survey and project background records, survey information folders, classification histories, and specifications.	Permanent. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.	N1-NU-89-5	PERMANENT
3 3141.4.d	d. Magnetic Records. Airborne and marine survey documents such as, magnetic tapes, navigational logs, data tapes, charts, plots, microform analog records and chart products.	Transfer to: DOD Geomagnetic Library, Stennis Space Center, MS.	N1-NU-89-5	PERMANENT
3 3145.3.a(1)	(1) Originator of publication.	Permanent. Retain record copy on board. Transfer to NARA when 50 years old pending Navy review to determine if continued agency retention is required.	N1-NU-89-5	PERMANENT
3 3145.3.b(2)	(2) Record copy maintained by Naval Oceanographic Office.	Permanent. Retain on board. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.	N1-NU-89-5	PERMANENT
3 3145.3.c	c. Hydrographic Office (HO) Publications 1866-1962 record set of HO Publications (complete - 90 cu ft) maintained by the Matthew Fontaine Maury Oceanographic Library, NSTL, MS.	Permanent. Retain on board. Transfer to NARA when 50 years old, pending Navy review to determine if continued agency retention is required.	N1-NU-89-5	PERMANENT
3 3146	DATA/INFORMATION DISSEMINATION	Refer to SSIC 3145.	N1-NU-89-5	PERMANENT
3 3147	DATA/INFORMATION QUALITY ASSURANCE	Refer to SSIC 3145.	N1-NU-89-5	PERMANENT
3 3148	DATA/INFORMATION ARCHIVING	Refer to SSIC 3145.	N1-NU-89-5	PERMANENT
3 3160.1	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 time	Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 10 years old.	N1-NU-89-5	PERMANENT
3 3160.2	2. Professional Scientific Papers of Astronomers.	Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 10 years old.	N1-NU-89-5	PERMANENT
3 3161.1	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.	N1-NU-89-5	PERMANENT
3 3161.2	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.	DO NOT DESTROY	PERMANENT
3 3162.1	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	Retire to WNRC when 2 years old. Destroy when 5 years old.	N1-NU-89-5	PERMANENT
3 3163.1	1. Computer hardcopy, tape and disk output resulting from photographic plate measurement.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
3 3163.2	2. Computer hardcopy, tape and disk output resulting from reduction and analysis of transit circle observations.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT

3 3163.3	3. Hardcopy or computer records relating to all other Naval Observatory telescopes.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
3 3164	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.	DO NOT DESTROY	PERMANENT
3 3165	INFORMATION PRODUCTS THESE ARE PUBLISHED RECORDS OF FINAL PRODUCTS, INCLUDING PUBLICATIONS OF THE NAUTICAL ALMANAC OFFICE (SUCH AS THE ASTRONOMICAL ALMANAC), TIME SERVICE AND ASTROMETRY DEPARTMENTS WIDELY DISSEMINATED THROUGH THE GOVERNMENT, SCIENTIFIC	Permanent. Retire copy of all publications to WNRC annually. Transfer to NARA when 5 years old.	N1-NU-89-5	PERMANENT
3 3168.1	1. Computer printouts, tapes and disks containing final data for astrometry, time service, and general astronomy.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
3 3170.3.c	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.	N1-NU-89-5	PERMANENT
3 3170.3.d	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.	N1-NU-89-5	PERMANENT
3 3170.3.e	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.	N1-NU-89-5	PERMANENT
3 3170.3.f	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.	N1-NU-89-5	PERMANENT
3 3170.3.g	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.	N1-NU-89-5	PERMANENT
3 3170.3.h	h. Secret Naval and Merchant Vessel Logs.	Permanent. Retire to nearest FRC when 6 months old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3200.1	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	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	N1-NU-89-5	PERMANENT
3 3202	CRYPTOLOGIC ARCHITECTURE AND TOTAL SYSTEMS INTEGRATION. Records relating to the planning, development and implementation of cryptologic systems and related systems architectures. Records accumulated by COMNAVSECGRUCOMHQ.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3 3203	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.	N1-NU-89-5	PERMANENT

3	3205	ADP SUPPORT TO CRYPTOLOGIC SYSTEMS	Apply appropriate disposition under SSICs 3230 to 3239.	N1-NU-89-5	PERMANENT
3	3206.1	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.	N1-NU-89-5	PERMANENT
3	3208.1	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.	N1-NU-89-5	PERMANENT
3	3209.1	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.	N1-NU-89-5	PERMANENT
3	3212	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.	N1-NU-89-5	PERMANENT
3	3220	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.	N1-NU-89-5	PERMANENT
3	3221.1	1. Records relating to the management of National SIGINT Mission, requirements and methods employed. Records accumulated by COMNAVSECGRUCOM.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3	3223	EVALUATION Records relating to information which evaluates the effectiveness of any aspect of the National SIGINT Effort.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3	3225	SIGINT SYSTEMS SUPPORT	Apply disposition under SSIC 3220.	N1-NU-89-5	PERMANENT
3	3230.1	1. LESSONS LEARNED reports maintained by Naval Security Group Command Headquarters. Include final exercise reports.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3	3231	SURFACE DIRECT SUPPORT OPERATIONS. Records relating to SIGINT Mission ship deployments including cryptologic Letters Of Instruction (LOI'S), other tasking instructions, and special annexes to operations orders.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3	3234	SUBMARINE SUPPORT OPERATIONS. Records relating to submarine cryptologic deployment, tasking and operations. Include cryptologic LOI's and post deployment reports.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3	3236	AIRBORNE DIRECT SUPPORT OPERATIONS. Records relating to VQ-1/2, VPU and all other Navy Airborne Cryptologic Operations. Include cryptologic LOI's and other tasking instructions.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3	3238.1	1. COMNAVSECGRU LIAISON TO CSS FILES. Primary program records relating to CSS files. Primary program records relating to NSG as Naval Element Commander. Includes Navy comments on directives, policy matters, operations and technical support.	Permanent. Transfer to NARA in accordance with SSIC 3200.	N1-NU-89-5	PERMANENT
3	3240.1	1. Conceptual and Policy Records maintained by Commander Naval Security Group Command (COMNAVSECGRUCOM) and Commander, Space and Naval Warfare Systems Command (COMSPAWAR).	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT

3 3250.1	1. Conceptual and policy papers relating to Navy and Marine Corps ELINT Operations maintained by COMNAVSECGRUCOM and COMSPAWAR.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3 3260	SIGNALS SECURITY (SIGSEC) - GENERAL. Policy, Procedural, and Conceptual Records maintained by COMNAVSECGRUCOM that relate to DON Policy for Security of Electronic Emissions.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3 3266	COMSEC TRAINING PROGRAMS. Records relating to COMSEC Training.	Retire records under appropriate subsection of SSIC 1500 of this manual.	N1-NU-89-5	PERMANENT
3 3268.1	1. Films produced and briefings conducted by COMNAVSECGRUCOM that relate to Navy's COMSEC Program.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3 3270.1	1. Conceptual, Planning and Policy Records concerning Navy HFDF Operations issued by COMNAVSECGRUCOM.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3 3271	NB HFDF OPERATIONS	Apply disposition under SSIC 3270.	N1-NU-89-5	PERMANENT
3 3272	WB ACO/HFDF OPERATIONS	Apply disposition under SSIC 3270.	N1-NU-89-5	PERMANENT
3 3280.1	1. PROJECT CASE FILES. As defined under SSIC 3900.5 of this manual.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3 3280.4	4. OPERATIONAL TEST AND EVALUATION PROJECT CASE FILE. File maintained by Operational Test and Evaluation Force (OPTEVFOR) as defined under SSIC 3980.2.	Permanent. Transfer to NARA in accordance with SSIC 3200.1.	N1-NU-89-5	PERMANENT
3 3300.1	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; responsib	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3301.1	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.	N1-NU-89-5	PERMANENT
3 3302.1	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.	N1-NU-89-5	PERMANENT
3 3305.1	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 docum	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-89-5	PERMANENT
3 3310.1	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	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3310.2	2. R&D CASE FILES for aviation-related equipment maintained by Program Managers.	Retire records under SSIC 3900.6 of this manual.	N1-NU-89-5	PERMANENT
3 3311	TACTICAL AIR	should be retired to WNRC under SSIC 3310	N1-NU-89-5	PERMANENT
3 3312	ANTISUBMARINE	should be retired to WNRC under SSIC 3310	N1-NU-89-5	PERMANENT
3 3313	PATROL	should be retired to WNRC under SSIC 3310	N1-NU-89-5	PERMANENT

3 3314	HELICOPTER	should be retired to WNRC under SSIC 3310	N1-NU-89-5	PERMANENT
3 3315	RECONNAISSANCE	should be retired to WNRC under SSIC 3310	N1-NU-89-5	PERMANENT
3 3316	AIRBOURNE ELECTRONIC COUNTERMEASURES	should be retired to WNRC under SSIC 3310	N1-NU-89-5	PERMANENT
3 3320.1	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.	N1-NU-89-5	PERMANENT
3 3330.1	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.	N1-NU-89-5	PERMANENT
3 3330.2	2. PROGRAM MANAGERS R&D Case Files for ship equipment and ship mounted ordnance equipment.	Retire records under SSIC 3900.6 of this manual.	N1-NU-89-5	PERMANENT
3 3340.1.a	a. General Correspondence Files of the Commanding Officer and of the Liaison and Logistic Office. Files related to the overall function and execution of the mission and program.	Retire records under SSIC 3000.5a.	N1-NU-89-5	PERMANENT
3 3350.1	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 operat	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3350.2	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.	N1-NU-89-5	PERMANENT
3 3360.1	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.	N1-NU-89-5	PERMANENT
3 3361.1.a	a. Primary Program Records.	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3362.1.a	a. Primary Program Records.	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3363.1.a	a. Primary Program Records.	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3364.1.a	a. Primary Program Records.	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3370.1	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.	N1-NU-89-5	PERMANENT

3 3401.1	1. PRIMARY PROGRAM RECORDS. Records implement the responsibilities of the DCNO (Plans, Policy, and Operations) (N3/N5) with regard to strategic and theater nuclear warfare; planning and policy functions for SECNAV and CNO in matters relating to strategi	Permanent. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3402.1	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.	N1-NU-89-5	PERMANENT
3 3403.1	1. RECORDS addressing the adequacy of assigned warfare programs with regard to associated chemical warfare requirements (created at headquarters levels).	Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3410.2.a	a. Originals.	Permanent. Forward to WNRC 1 year after policy is superseded. Offer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3420	CAMOUFLAGE RECORDS	Apply SSIC 3490.	N1-NU-89-5	PERMANENT
3 3421	DIMOUT AND BLACKOUT RECORDS	Apply SSIC 3490.	N1-NU-89-5	PERMANENT
3 3430.1.a	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.	N1-NU-89-5	PERMANENT
3 3440.1.a	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 WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3450.1	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 pertainin	Permanent. Retire to FRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3460.1	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.	N1-NU-89-5	PERMANENT
3 3460.2	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,	Permanent. Transfer to NARA 5 years after final disposition of property or when 20 years old, whichever is later.	N1-NU-89-5	PERMANENT
3 3460.3.b	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.	N1-NU-89-5	PERMANENT
3 3460.3.c	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, esc	Permanent. Retire to WNRC when facility is disestablished. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT

3 3461.1	1. INDIVIDUAL U.S. PRISONER OF WAR JACKETS. File includes reports of capture and interment received from foreign power; reports of injury, death, escape, apprehension and location; official change of status reports, e.g., from MIA to POW; intelligence r	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	N1-NU-89-5	PERMANENT
3 3461.2	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.	N1-NU-89-5	PERMANENT
3 3461.3	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.	N1-NU-89-5	PERMANENT
3 3480.1.a	a. Original Combat and Action Reports and Supporting Documentation.	Transfer to the DNH (N09BH) upon completion of all required operational reports.	N1-NU-89-5	PERMANENT
3 3480.1.b	b. Original Combat and Action Reports and Supporting Documentation Maintained by the DNH.	Permanent. NHC transfer to NARA when 50 years old.	N1-NU-89-5	PERMANENT
3 3480.1.c	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.	N1-NU-89-5	PERMANENT
3 3480.2	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 p	Permanent. Transfer to CMC (HD) when 1 year old. CMC (HD) transfer to NARA when 30 years old.	N1-NU-89-5	PERMANENT
3 3480.3.a	a. Originating Unit. NOTE: Permanent records are included.	Forward to the Director of Marine Corps History and Museums, CMC (HD) in accordance with the current edition of MCO P5750.1.	N1-NU-89-5	PERMANENT
3 3480.3.b	b. Command Chronologies in the custody of the Director of Marine Corps Histories and Museums.	PERMANENT. CMC (C4OCA) 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).	N1-NU-89-5	PERMANENT
3 3480.4	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.	N1-NU-89-5	PERMANENT
3 3480.5	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 operatio	Permanent. Forward via Fleet Commander to DNH N09BH. N09BH transfer to NARA when 50 years old.	N1-NU-89-5	PERMANENT

3 3490.1.a	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.	N1-NU-89-5	PERMANENT
3 3500.1.a	a. Records of Fleet Level Exercises and War Games Maintained by the Fleet Tactical Library (NAVTACSUPPACT).	Permanent. Retire to WNRC when 12 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3500.2.a	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.	N1-NU-89-5	PERMANENT
3 3503.1	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, mov	Permanent. Transfer annually to NARA when 5 years old.	N1-NU-89-5	PERMANENT
3 3503.4	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.	N1-NU-89-5	PERMANENT
3 3510.1.a	a. Copy maintained by the Fleet Tactical Library (NAVTACSUPPACT).	Permanent. Retire to WNRC when 12 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3510.3.a	a. Master copy maintained by COMOPTEVFOR.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3511.1.a	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.	N1-NU-89-5	PERMANENT
3 3512.1.a	a. Source File copy. Master copy of ATPs.	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-89-5	PERMANENT
3 3517.2.a	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.	N1-NU-89-5	PERMANENT
3 3610.1	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 adequ	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3611.1.a	a. Primary Program Records.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT

3 3612.1.a	a. Primary Program Records.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3613.1.a	a. Primary Program Records.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3700.1	1. PRIMARY PROGRAM RECORDS of Naval Air Stations and Marine Corps Air Stations.	Apply disposition guidelines under SSIC 3000.6a.	N1-NU-89-5	PERMANENT
3 3750.1.a	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.	N1-NU-89-5	PERMANENT
3 3760.2.b	b. MASTER FLIGHT FILES for Units in a Combat Status.	Permanent. Transfer to Aviation Statistics Office of the appropriate fleet air command (COMNAVAIRLANT or COMNAVAIRPAC) upon completion, fleet air commands will retire records to WNRC when no longer useful as a reference source of combat data or when so d	N1-NU-89-5	PERMANENT
3 3760.3.a	a. Original (copy 1) filed as Master Flight File under SSIC 3760.2.	filed as Master Flight File under SSIC 3760.2.	N1-NU-89-5	PERMANENT
3 3800.1	1. PRIMARY PROGRAM RECORDS. Files, reports, and other records of the Director of Naval Intelligence (N2) that document the development and execution of plans, policies, programs, and procedures relative to the primary intelligence function.	Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 25 years old.	N1-NU-89-5	PERMANENT
3 3800.2	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 Sabr	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	N1-NU-89-5	PERMANENT
3 3800.5	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	Permanent. Transfer to NARA immediately.	N1-NU-89-5	PERMANENT
3 3800.10	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 (N09BH)). DNH transfer to NARA when 50 years old.	N1-NU-89-5	PERMANENT
3 3800.13	13. DEFENSE ATTACHES RECORDS.	File records under the appropriate subsection of SSIC 5710 of this manual.	N1-NU-89-5	PERMANENT
3 3810.2.a	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.	N1-NU-89-5	PERMANENT

3 3811.1.a	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.	N1-NU-89-5	PERMANENT
3 3850.2.b(1)(a)	(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.	N1-NU-98-2	PERMANENT
3 3850.2.b(1)(b)2	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 or 36 CFR Chapter XII before the transfer of the records to the	N1-NU-98-2	PERMANENT
3 3850.2.b(1)(c)2	2. Electronic/optical image copy:	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 r	N1-NU-98-2	PERMANENT
3 3850.2.d(1)(a)	(a) Paper records:	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.	N1-NU-98-2	PERMANENT
3 3850.2.d(1)(b)2	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	N1-NU-98-2	PERMANENT
3 3850.2.d(1)(c)2	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 mad	N1-NU-98-2	PERMANENT
3 3850.2.e(1)	(1) The basis for the request is a CI matter regarding individuals or organizations under the investigative jurisdiction of the requesting agency.	Apply appropriate sub-item from SSIC 3850, para. 2-a-b.	N1-NU-98-2	PERMANENT

3 3850.2.n(2)(a)	(a) Records of allegations warranting investigation. NOTE: Care must be taken when applying these dispositions. Records may be Permanent.	Files under SSIC 3850, para 2a or 2b as appropriate.	N1-NU-01-5	PERMANENT
3 3850.2.n(2)(b)	(b) Records of allegations warranting further documentation, but not investigation. NOTE: Care must be taken when applying these dispositions. Records may be Permanent.	File under SSIC 3850, para 2a	N1-NU-01-5	PERMANENT
3 3850.3.b(2)	(2) When a criminal investigation is generated as a result of CSP Polygraph, incorporate CSP Package into criminal investigation case file	Dispose of in accordance with guidance for case file using appropriate paragraph under SSIC 5580.4a or 5580.4b	N1-NU-07-4	PERMANENT
3 3875.1	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.	N1-NU-89-5	PERMANENT
3 3876.1	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.	N1-NU-89-5	PERMANENT
3 3878	SPECIAL RECORDS	File records under other SSICs 3870-3879, as appropriate	N1-NU-89-5	PERMANENT
3 3883.2	2. All other research and development records.	Retire records under the appropriate subsection of SSIC 3900.	N1-NU-89-5	PERMANENT
3 3890.1.a	a. Navy-produced IR's and Naval Attache 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.	N1-NU-89-5	PERMANENT
3 3900.1.a	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 ac	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3 3900.1.b(1)	(1) Official laboratory correspondence filed by Navy Filing Manual accumulated prior to 1959.	Permanent. Transfer to NARA when 25 years old after declassification review.	N1-NU-05-1	PERMANENT
3 3900.1.b(2)(a)	(a) SSIC 3900-3999	Permanent. Retire to nearest FRC when 5 years old. Transfer to NARA when 25 years old after declassification review.	N1-NU-05-1	PERMANENT
3 3900.1.b(3)	(3) Program correspondence and subject files maintained by laboratory officials, divisions, staff and researchers. Note: No lab correspondence described by sub-item (3) and retired to FRCs will be destroyed before 2011 to allow Navy 5 years to review for	Review annually for records to be filed under SSIC's 3900.1b(4) below or SSIC 3900.5 (Project case files) of this manual. Destroy remaining records when superseded, obsolete or no longer needed for reference, whichever is later, not to exceed 30 years	N1-NU-05-1	PERMANENT
3 3900.1.b(4)	(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 internationa	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.	N1-NU-05-1	PERMANENT

3 3900.3	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 DNH, Naval Historical Center. DNH transfer to NARA in 5-year blocks when most recent records in the block are 50 years old.	N1-NU-89-5	PERMANENT
3 3900.4.a	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.	N1-NU-89-5	PERMANENT
3 3900.5.a	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 Nav	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	N1-NU-05-1	PERMANENT
3 3900.6.a	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 N	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	N1-NU-05-1	PERMANENT
3 3900.7.b	b. Progress Reports Submitted to Program Manager on Specific Projects.	File with Project Case File under SSIC 3900.5 of this manual.	N1-NU-89-5	PERMANENT
3 3900.9.a	a. Significant Historical Project Notebooks. Laboratory notebooks related to Projects identified in SSIC 3900.5a of this manual. Place with project file upon termination or completion of project.	Apply SSIC 3900.5.a.	N1-NU-05-1	PERMANENT
3 3900.12.a	a. Official Record Copy. Original copy received by project sponsor at Headquarters or Systems command.	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.	N1-NU-05-1	PERMANENT
3 3900.12.b	b. Program Manager's Copy. Copy received by project sponsor at Headquarters or Systems command to document fulfillment of contract. File with SSIC 3900.6 of this manual.	Apply SSIC 3900.6	N1-NU-05-1	PERMANENT
3 3900.12.c	c. Project Case File Copy. File one copy of the report in the related project case file described in SSIC 3900.5 of this manual.	Apply SSIC 3900.5	N1-NU-05-1	PERMANENT
3 3900.12.f	f. Record set, Naval Research Laboratory. All final reports, at all classification levels, of R&D projects, maintained in chronological order.	Permanent. Transfer to the National Archives in 5 year blocks when the newest report is 50 years old, after declassification review.	N1-NU-05-1	PERMANENT

3 3900.14.a	a. Completed set of original drawings and related specifications.	Transfer to Product Life Cycle Manager or SYSCOM as directed by project sponsor upon completion of project.	N1-NU-89-5	PERMANENT
3 3900.14.b	b. One copy of final product drawings and specifications.	File with Project Case File under SSIC 3900.5 of this manual.	N1-NU-89-5	PERMANENT
3 3900.19.I	I. Other Records Relating to Patents, Copyrights, Inventions, and Trademarks.	Retire records under appropriate section of SSIC 5870 of this manual.	N1-NU-89-5	PERMANENT
3 3901	RDT&E PLANS	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3902	RDT&E PROGRAMS	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3903	RDT&E PROJECT	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3904	RDT&E FUNDING	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3905	RDT&E REPORTS	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3906	RDT&E FLEET RESOURCES SUPPORT	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3907	OTHER RDT&E SUPPORT	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3910	GENERAL RESEARCH AND DEVELOPMENT	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3911	R&D PLANS	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3912	R&D PROGRAMS	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3913	R&D PROJECT	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3914	R&D FUNDING	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT
3 3915	R&D REPORTS	Retired to FRCs under the appropriate subsection of SSIC 3900 of this manual.	N1-NU-89-5	PERMANENT

3	3960.1	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 p	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3	3961.1.a	a. Copies maintained by Lead T&E Activity.	File with Project Case File under SSIC 3971 for DT&E or SSIC 3980 for OT&E.	N1-NU-89-5	PERMANENT
3	3970.1	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.	Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3	3980.1	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.	N1-NU-89-5	PERMANENT
3	3980.2	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 Requireme	Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	N1-NU-89-5	PERMANENT
3	3980.5	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.	N1-NU-89-5	PERMANENT
3	3990	PRODUCTION ACCEPTANCE T&E (PAT&E) RECORDS PAT&E is that Testing and Evaluation conducted on Production Items to ensure systems meet contract specifications and requirements. PAT&E is part of the DT&E Process and Records should be filed under SSIC 3970.	Records should be filed under SSIC 3970.	N1-NU-89-5	PERMANENT
4	4000.1	1. Primary Program Records. Correspondence, reports, studies, record copies of instructions and notices, and other records that document the establishment, development, and accomplishment of Navy and Marine Corps (MARCORPS) logistics policies, plans, an	Permanent. Retire to Washington National Records Center (WNRC) when 5 years old. Transfer to National Archives and Records Administration (NARA) when 20 years old.	N1-NU-86-4	PERMANENT
4	4001.1	1. Primary Program Records. Policy files relating to acceptance of gifts for the benefit of, or in connection with, the establishment, operation, or maintenance of a school, hospital, library, or museum of the Department of the Navy as authorized by IO	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4	4002.1	1. Loans or Transfer Records. These records pertain to loans or gifts to or by Navy activities authorized by the Secretary of the Navy (SECNAV) under 10 U.S.C. 7221 and 7546. Files specifically pertain to acceptance and care for such gifts of silver an	Permanent. Retire to nearest FRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4	4015.1.a	a. Fleet Marine Force Activities.	Permanent. Retire to WNRC 5 years after issuance of new tables of allowance and equipment. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT

4 4020.1	1. Military Petroleum Supply Primary Program Records. Files contain energy policy documents and directives pertaining to petroleum requirements, procurement, stock, consumption, and reserves. Files also include documents pertaining to international agr	Permanent. Retire when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4021	Naval Petroleum Reserves	Retire to FRC under SSIC 4020.	N1-NU-86-4	PERMANENT
4 4022	Strategic Petroleum Reserve	Retire to FRC under SSIC 4020.	N1-NU-86-4	PERMANENT
4 4023	Synthetic Fuels And Fuel Quality	Retire to FRC under SSIC 4020.	N1-NU-86-4	PERMANENT
4 4024	Petroleum Requirements	Retire to FRC under SSIC 4020.	N1-NU-86-4	PERMANENT
4 4025	Petroleum Stocks	Retire to FRC under SSIC 4020.	N1-NU-86-4	PERMANENT
4 4026	Petroleum Management	Retire to FRC under SSIC 4020.	N1-NU-86-4	PERMANENT
4 4027	Petroleum Procurement	Retire to FRC under SSIC 4020.	N1-NU-86-4	PERMANENT
4 4028	Petroleum Consumption	Retire to FRC under SSIC 4020.	N1-NU-86-4	PERMANENT
4 4061.1.c(1)	(1) Original and duplicate Quarterly Subsistence Operational Analysis Reports (SOAR) and the Quarterly Subsistence Financial Reports (QSFR) with all supporting documentation.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
4 4061.1.c(2)	(2) Subsistence reports and related records not necessary as backup documentation to the SOAR or QSFR. This includes records concerning requisition, receipt, issue, date, transfer and inventory of subsistence, meal verifications and fed reports.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
4 4061.4.a	a. Master files and historical data tapes.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
4 4061.4.b	b. Input data tapes and paper records.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
4 4080.1	1. Primary Program Records. Correspondence, reports studies, and other records that document the establishment, development, and accomplishment of Naval War Reserve policies, plans, and programs. These records are maintained only by CNO (N4), Commandan	Permanent, Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4121.2.a(1)	(1) Specifications for ordnance material.	Apply appropriate section of SSIC 8000.10	N1-NU-86-4	PERMANENT
4 4121.2.a(2)	(2) Specifications for aircraft, aeronautical, and astronautical material.	Apply appropriate section of SSIC 13000, para. 10.	N1-NU-86-4	PERMANENT
4 4121.2.a(3)	(3) Ship engineering drawings and specifications.	Apply SSIC 9085.	N1-NU-86-4	PERMANENT
4 4122	STANDARDS RECORDS	Apply SSIC 4121.	N1-NU-86-4	PERMANENT
4 4160.1	1. Primary Program Records. Correspondence, reports, and other records of Systems Command headquarters and other departmental offices having overall publication program responsibilities, and that document the development, establishment, and execution of	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4160.4.a	a. Record copy held by NAVSEASYS COM Central Technical Manual Management Activity, Naval Ship Missile System Engineering Station, Port Hueneme, CA.	Permanent. Retire to WNRC when obsolete or no longer needed for reference. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4470.1.a	a. Navy.	Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4470.1.b	b. MARCORPS.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT

4 4500.1.a	a. Navy.	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4500.1.b	b. MARCORPS.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4620.1.a	a. Commander Military Sealift Command (COMSC) Subject Files. Correspondence, reports, and other records that document the organization of the service and the overall development and execution of plans, policies, programs, and procedures relating to the c	Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4620.1.b	b. Offices and Other Organizational Units of Headquarters, MSC, Subject Files. That portion of the files that document plans, programs, general procedures, the overall accomplishment of assigned functional responsibilities, and the performance of essenti	Permanent. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4620.14.d(1)	(1) Record copy maintained by office preparing consolidated report.	Permanent. Retire to FRC when 2 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4622.4	4. MSC Ship Register (Designated Record Copy). A semi-annual publication listing the principle characteristics of MSC ships and U.S. flag ocean going merchant ships over 1,000 gross tons owned by the U.S. Government or American citizens. Principle char	Permanent. Transfer to NARA in 5 year blocks when the oldest record in the block is 5 years old.	N1-NU-86-4	PERMANENT
4 4630.1	1. Primary Program Records. Correspondence, reports, studies, and other records which document the establishment, development, and accomplishment of air transportation policies, plans, and programs. These records are maintained only by ASN (I&E) and NA	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4631	GOVERNMENT OWNED AIRCRAFT	Should be retired under SSIC 4630	N1-NU-86-4	PERMANENT
4 4632	COMMERCIAL AIR CARRIERS	Should be retired under SSIC 4630	N1-NU-86-4	PERMANENT
4 4640.1	1. Primary Program Records. Correspondence, reports, studies, and other records which document the establishment, development, accomplishment of land transportation policies, plans, and programs. These records are maintained only by ASN (I&E) AND NAVSU	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4670.1	1. Primary Program Records. Correspondence, reports, studies, guidance, and other records, which document the establishment, development, and accomplishment of transportability policies, plans, and programs. Records maintained only by ASN (I&E), NAVSUP	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4680.1	1. Primary Program Records. Correspondence, reports, studies and other records that document the establishment, development, and accomplishment of naval logistics policies, plans, and programs for the shipment of cargo in sealift containers, airlift con	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4700.1.c(1)(a)1	1. Class-Type Ship.	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-86-4	PERMANENT
4 4700.1.c(3)(a)	(a) Class-type ship.	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-86-4	PERMANENT

4 4710.6	6. OTHER OVERHAUL REWORK RECORDS	Apply appropriate paragraph of SSIC 4700	N1-NU-86-4	PERMANENT
4 4730.1.a	a. Primary Program Correspondence Files of the President of the Board. That portion of the files that documents the Board's organizational and functional history and the development and execution of plans, policies, procedures, and essential transactions	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4730.1.b	b. Ship and Craft (Case) Files. Individual inspection case folders for each vessel or craft that has undergone inspection by the Board. Consist of inspection reports, commissioning and decommissioning data, instructions to regional and sub-boards, sche	Permanent. Place in inactive file when ship or craft is stricken. Retire inactive files in annual blocks to WNRC. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4732.2	2. Maintenance Records. Records covered under the Maintenance and Material Management (3M) system.	Apply SSIC 4790.	N1-NU-86-4	PERMANENT
4 4790.1	1. Primary Program Records. Correspondence, reports, instructions, studies, and other records that document the establishment, development, and accomplishment of naval maintenance and material management policies, plans, and programs. These records are	Permanent. Retire to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4800.1	1. Industrial Production and Industrial Preparedness Planning Records. Primary Program records that document development and establishment of production and industrial mobilization readiness plans, policies, programs, procedures, and essential transacti	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4861.1.a	a. Ordnance Type Production or Manufacturing Activities.	Apply appropriate SSIC 8000 subject matter series for handling of activity's program records.	N1-NU-86-4	PERMANENT
4 4861.1.b	b. Shipyards and Other Ship Facilities.	Apply appropriate SSIC 9000 subject matter series for handling of activity's program records.	N1-NU-86-4	PERMANENT
4 4861.1.c	c. Aeronautical Facilities.	Apply appropriate SSIC 13000 subject matter series for handling activity's program records.	N1-NU-86-4	PERMANENT
4 4861.2	2. Original and/or Master Microfilm Negatives of Production Drawings and Related Engineering Data and Specifications for Naval Weapons and Materials. These are generally accumulated by activities having design and/or production cognizance of items or ma	Apply appropriate section of SSIC 4121.2.	N1-NU-86-4	PERMANENT
4 4900.1.a	a. Primary Program (Operational) Records. Records of Joint SAO's under the Executive Control of the Department of the Army or Air Force. These consist of all records that pertain to the assigned mission or program of the agency (MDAP). (See SSIC 4900.2	Dispose of in accordance with instructions of the executive agency	N1-NU-86-4	PERMANENT
4 4900.2.a	a. Primary program (Operational) Records. Files of the Office, relating to the development and execution of their assigned missions and programs. Included are correspondence, studies, reports, and statistical data used in planning for supply and traini	Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4900.2.b	b. Army, Navy, and Air Force Sections General Correspondence (Subject) Files. Records relating to the administration of service components of the office. Includes implementing instructions for SAO program directives as well as internal organizational re	Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT

4 4900.2.c	c. Training Files. Files relating to the training functions of the Army, Navy, and/or Air Force sections.	Permanent. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4900.2.e	e. Planning Files. Staff studies, minutes of conferences, and other papers relating to defense planning.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4900.2.k(1)	(1) Record copy of issuing command.	Permanent. Retire to WNRC when rescinded, superseded, or cancelled. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4910	GRANT AID RECORDS	See 4920, Security Assistance Records Located at DON Elements.	N1-NU-02-4	PERMANENT
4 4920.1	1. POLICY FILES. Record copies of security assistance policy documents originated by DOD and Navy.	Permanent. Retire to WNRC when no longer current. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4920.2	2. DIRECTIVE FILES. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-86-4	PERMANENT
4 4920.4.b	b. Case-related budgetary matters.	Permanent budgetary documents are held electronically with database controlled by DSCA. Other case-related budgetary documents should be disposed with the case file (See SSIC 4920.5).	N1-NU-02-4	PERMANENT
4 4940	PACKING, HANDLING, TRANSPORTATION, AND STORAGE RECORDS	Delete SSIC 4940 for former 4940.1 refer to 4920.6, for 4940.2 former see 4000.1.	N1-NU-02-4	PERMANENT
4 4950.4	4. Medical Records Of FMTs.	Apply appropriate 6000 series authority. Refer questionable cases to NETSAFA.	N1-NU-86-4	PERMANENT
5 5000.1.a(1)	(1) Paper copies.	PERMANENT. Transfer to Washington National Records Center (WNRC) when 2 years old. WNRC will transfer to NARA when 50 years old	N1-NU-96-3	PERMANENT
5 5000.1.a(2)	(2) Silver master microfilm of file created 1972 - 1990	PERMANENT. Retire to NHC when 3 years old. NHC transfer to NARA when 50 years old.	N1-NU-96-3	PERMANENT
5 5000.1.b	b. Assistant Secretaries of the Navy and General Counsel DON.	Retire Primary Program Records under disposition instructions for SSIC governing functional area of responsibility and described elsewhere in this instruction.	N1-NU-89-4	PERMANENT
5 5000.9	9. Unidentified Records. Records relating to Navy and Marine Corps general administration and management operations not described in this chapter.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
5 5000.11.b	b. When Filed in Personnel Folder.	Follow disposition of personnel folder. See SSIC 1070 (for military personnel) and 12293 and 12990 (for civilian personnel), as appropriate.	N1-NU-01-4	PERMANENT

5 5030.1	1. Records of the Director of Naval History. Records documenting the assignment of names and symbols	PERMANENT. Cut off when no longer needed for reference or information in connection with the NHC mission. Retire to WNRC 2 years after cut off. Transfer to NARA 20 years after retirement to WNRC.	N1-NU-89-4	PERMANENT
5 5031.1	1. Records of the Director of Naval History. Records documenting the policy and procedures governing names, sources, and the assignment of names to ships.	Apply SSIC 5030.1.	N1-NU-89-4	PERMANENT
5 5032.1	1. Records of the Director of Naval History. Records documenting the policy and procedures governing street, facility, and area name sources and the assignment of names to streets, facilities and areas.	Apply SSIC 5030.1.	N1-NU-89-4	PERMANENT
5 5040.1.a	a. Inspector General of the Navy. Files documenting primary program responsibilities relating to survey plans, inspections, policies, programs, procedures, and accomplishments. (See SSIC 5040.3 for report files.)	PERMANENT. Transfer to WNRC when 6 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5040.1.b	b. SECNAV, OPNAV, and Headquarters, Marine Corps (HQMC). Files that reflect survey and inspection policies, programs, and general procedures (exclude routine survey recommendations and accomplishments).	PERMANENT. Transfer to WNRC when 6 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5040.3.a	a. Inspector General's Report Files. Inspector General's official (departmental) file of reports of on-site surveys, and inspections including industrial supply, and other surveys made by or under the direction of the Inspector General of Navy. Include	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5040.6	6. Security Survey and Investigation Records.	Apply appropriate paragraph from SSIC 3850 or 5580.	N1-NU-89-4	PERMANENT
5 5040.8	8. Records of Navy Boards, Subboards, and District Subboards Of Inspection And Survey	Apply appropriate paragraph from SSIC 4730.	N1-NU-89-4	PERMANENT
5 5041.1.a(1)	(1) Record copy of final reports with working papers offered to/accepted by the Naval Historical Center:	PERMANENT. Transfer 10 years after investigation is closed. Naval Historical Center transfer to NARA 50 years after case closing and after declassification review	N1-NU-02-01	PERMANENT
5 5041.1.a(2)	(2) Record copy of final reports not transferred to the Naval Historical Center:	PERMANENT. Transfer to WNRC 10 years after investigation is closed. Transfer to NARA 25 years after case closing and after declassification review.	N1-NU-02-01	PERMANENT
5 5041.2.a(1)	(1) Record copy of final reports with working papers offered to/accepted by the Naval Historical Center.	PERMANENT. Transfer 10 years after closing. Naval Historical Center transfer to NARA 50 years after case closing and after declassification review.	N1-NU-02-01	PERMANENT
5 5041.2.a(2)	(2) Record copy of final reports not transferred to the Naval Historical Center:	PERMANENT. Transfer to WNRC 10 years after investigation is closed. Transfer to NARA 25 years after case closing and after declassification review	N1-NU-02-01	PERMANENT

5 5041.3	3. Congressional Inquiries. IG investigations frequently generate congressional inquiries; accordingly, such case files contain correspondence to and from the concerned congressional office. Such cases will be maintained consistent with paragraphs 1 an	Refer to paragraphs 1 or 2 for disposition.	N1-NU-02-01	PERMANENT
5 5041.6.a	a. Case files for complaints received and investigated by other DON organizations whose personnel may perform an IG investigation function.	Maintain consistent with paragraph 2 through 4.	N1-NU-02-01	PERMANENT
5 5041.6.b	b. All IG case files, which have been determined by the chain of command to be of historical significance.	Send to NAVINSGEN 2 years after closing. NAVINSGEN transfer per paragraphs 2a(1) and 2a(2)	N1-NU-02-01	PERMANENT
5 5061.5	5. Departmental Level Awards Files. Records relating to awards made at the departmental level or higher (Presidential, Secretarial, etc.).	PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5062	CHRISTENING CEREMONIES AND PROCEDURES RECORDS Name and Sponsor Files. General Correspondence Pertaining to Christening Ceremonies.	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5080.1	1. The U.S. Army has Lead Responsibility for the DOD Civil Affairs and Military Government Program.	Apply Army Record Information Management System (ARIMS) (AR) 25-400-2 for descriptions of records and disposal authorities.	N1-NU-89-4	PERMANENT
5 5100.4.c	c. Annual Accident Compilations. Summaries of statistical data relating to accident experience accumulated by CNO (N09F).	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5100.10	10. Fire Protection and Fire Fighting Records.	Retire records under appropriate subsection of SSIC 11320.	N1-NU-89-4	PERMANENT
5 5102.1	1. Reports and Forms. Files which deal with various aspects of personal injury, death, and property damage. These reports and forms are developed through investigative findings into such occurrences and are provided to NAVSAFCEN, as required, where the	Forward to NAVSAFCEN, as required, where the information is stored on computer tape and retained until no longer needed for research, then destroy. Submit SF 115 to NARA for authorization to destroy. E-files are not authorized for destruction. Do not d	DO NOT DESTROY	PERMANENT
5 5104.1.a	a. Records Documenting the Establishment, Development, Significant Transactions and Accomplishments of the Industrial Radiological Safety and Controls Program at Naval Sea Systems Command Headquarters.	PERMANENT. Retire to WNRC when no longer required for program management. Transfer to NARA when 30 years old.	N1-NU-89-4	PERMANENT
5 5141.4	4. Broadcast Quality Audio and Video Products. Records consist of master recording or duplicate master, one reference copy, and appropriate licensing agreements.	PERMANENT. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5211.2.e(1)	(1) Annual reports at department or agency level.	PERMANENT. Offer to NARA with related Navy records approved for permanent retention or when 15 years old, whichever is earlier.	N1-NU-89-4	PERMANENT
5 5212.1	1. Office of the SECNAV Files. One copy of each DON instruction or other documents, which issue DON policy and procedures for disposition of records with DON, together with supporting documentation.	PERMANENT. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT

5 5215.1.a	a. Official Case Files of the Offices of SECNAV, CNO, CMC, USCINCPAC AND USACOM. Files contain the official green copy (or other designated official copy) of the basic directive (containing clearance initials or names) and the original or copy containing	PERMANENT. Retire to WNRC when cancelled or inactive. Transfer to NARA in 5-year blocks when 20 years old.	N1-NU-89-4	PERMANENT
5 5219.3.a	a. Issuing Office Master Copy. One copy of each publication issued by the originating naval activity.	PERMANENT. Forward to FRC when superseded or obsolete. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5230.1	1. Primary Program Records. Files of the Offices of SECNAV, CNO, CMC, and Naval Information Systems Management Center (NISMC) which document their primary mission responsibilities for the development, establishment, and accomplishment of automatic data	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5230.3	3. Official Record Copies of Magnetic or Punched Tape Records. Records created/used in the accumulation of operating and reporting data concerning the functions of activities and offices.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
5 5239.1	1. All Activity or Office Documents, Guidelines, Reference Materials, and Any Other Materials Related to Data Communications and Transmission.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5239.2	2. All Activity or Office Documents, Guidelines, Reference Materials, and Any Other Materials Related To Data Protection and Security.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5280.1	1. Records Generated as a Result of Analyzing the Operations of Plans, Policies, Procedures, Techniques, Systems, Weapons, Equipment, or Organizations. Records consist of formal reports and studies produced by the Center for Naval Analysis (CNA) and Mar	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old. Send second copy to: Defense Technical Information Center, 8725 John J. Kingman Road, Ft. Belvoir, VA 22060-6218 immediately after publication.	N1-NU-89-4	PERMANENT
5 5290.1	1. CNO, CMC, Commander Naval Media Center and Commanding General, Marine Corps Combat Development Command Policy, Planning and Program Records. Primary program records. Files and records documenting development and execution of imaging (VI) plans, poli	PERMANENT. Cut off annually. Transfer to: WNRC, 4205 Suitland, Rd., Suitland, MD 20409, when 7 years old. Offer to NARA when 25 years old.	N1-NU-89-4	PERMANENT
5 5291.1.a(2)	(2) Held by Naval Media Center and the Marine Corps Combat Development Command.	Transfer periodically to the DOD Still Media Records Center Washington, DC.	N1-NU-89-4	PERMANENT
5 5291.1.a(3)	(3) Held by the DOD Still Media Records Center.	PERMANENT. Transfer to NARA when 10 years old or earlier if no longer needed for current operations along with related shelf lists and other indexes (including video disks and other automated finding aids).	N1-NU-89-4	PERMANENT

5 5291.1.b(1)	(1) Posters (Navy and Marine Corps).	PERMANENT. Transfer 2 copies of each poster to the National Archives when produced by adding the National Archives to distribution lists (mail to: National Archives & Records Administration (NNSP), Washington, DC 20408).	N1-NU-89-4	PERMANENT
5 5291.1.b(2)	(2) Original artwork of unusual or outstanding merit.	Offer to National Archives when no longer needed (artwork not accepted for transfer by NARA will be destroyed per GRS 21.6).	N1-NU-89-4	PERMANENT
5 5291.2.b	b. Held by Naval Media Center and the Marine Corps Combat Development Command	Transfer periodically to the DOD Motion Media Records Center.	N1-NU-89-4	PERMANENT
5 5300	GENERAL MANPOWER/PERSONNEL (USE FOR OVERALL CIVILIAN AND MILITARY PERSONNEL MATTERS) RECORDS	Delete this SSIC. File under SSIC 1000.1 and 12000.	N1-NU-89-4	PERMANENT
5 5310	MANPOWER RECORDS	Delete this SSIC. File under SSIC 1000.1 and 12000.	N1-NU-89-4	PERMANENT
5 5311.1.a	a. Issuing Office Master Copy. One copy of each publication issued by CNO.	PERMANENT. Transfer to FRC when 4 years old. Retire to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5353.2.b	b. Master files of central database records maintained at NAVPERSCOM (PERS-60F).	PERMANENT. Cut off (take snapshot) at the end of FY and transfer to the National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.	N1-NU-02-6	PERMANENT
5 5353.2.d	d. Documentation for the master file of central database records maintained at NAVPERSCOM (PERS-60F). Including are codebooks, record layouts and other system documentation.	PERMANENT. Transfer to the National Archives along with the annual snapshot of the master file in accordance with 36 CFR 1228.270 and 36 CFR 1234	N1-NU-02-6	PERMANENT
5 5357	CAREER MOTIVATION RECORDS	Delete this SSIC. Refer to SSIC 1040.	N1-NU-89-4	PERMANENT
5 5360.1	1. Decedent Affairs Program Records. Death record jackets accumulated and filed by fiscal year at Bureau of Medicine and Surgery (BUMED); CNO area coordinators; and at Naval Medical Treatment Facilities. Records consist of individual case files, report	Cut off annually. Retire to NPRC (MPR) when 4 years old. DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
5 5360.2.a	a. Electronic Records.	PERMANENT. On an annual basis transfer copies of all records that are 5 years or older to NARA.	N1-NU-89-4	PERMANENT
5 5360.2.b	b. Documentation for electronic records. NOTE: All transfers of data and documentation will be done in accordance with 36 CFR 1228.	PERMANENT. On an annual basis transfer documentation for the records in 2a (above) to NARA.	N1-NU-89-4	PERMANENT
5 5380.2	2. Personal Affairs and Services Records for Military Personnel.	Apply SSIC 1700-1799.	N1-NU-89-4	PERMANENT
5 5400.1.a	a. Executive part of the DON (includes offices of the SECNAV, CNO, CMC, Commander of BUPERS and Commander of BUMED. One official copy of each document originated or approved.	PERMANENT. Retire with activity's permanent correspondence files.	N1-NU-89-4	PERMANENT
5 5400.1.b	b. Echelon 2 Shore Commands and Operating Forces. One copy of each document originated within the command headquarters.	PERMANENT. Retire with activity's permanent correspondence files.	N1-NU-89-4	PERMANENT

5 5401.1	1. Instructions, Orders, and Correspondence. Files that establish concepts and principles for and document delegation of authority and succession of command chains established within the DON.	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA in 5-year blocks when 20 years old.	N1-NU-89-4	PERMANENT
5 5402.1.b(1)	(1) Offices of the SECNAV, CNO, CMC, CHNAVPERS, Commanders of Echelon 2 Shore Commands, and Operating Forces.	PERMANENT. Retire to appropriate FRC when 4 years old. Transfer to NARA in 5-year blocks when 20 years old.	N1-NU-89-4	PERMANENT
5 5420.1.a	a. Federal Advisory Committees. The Federal Advisory Committee Act, P.L. 92-463, defines records as the reports, transcripts, appendices, working papers, drafts, studies, agenda, or other documents which were made available to or prepared for or by each	PERMANENT. Subject to section 552, title 5, U.S.C. (the Sunshine Act), or P.L. 92-463 requires that such records be available for public inspection and copying at a single location in the agency to which the advisory committee reports until the advisory	N1-NU-89-4	PERMANENT
5 5420.1.b	b. Interagency, International, Operational, and Joint DOD Committees. Official files of such committees should contain agenda, minutes, reports, and working papers made available to, or prepared by or for, the committee.	Apply appropriate disposition instruction for Primary Program Files or General Correspondence Files relating to the specific subject matter involved.	N1-NU-89-4	PERMANENT
5 5420.1.c	c. Intra-Navy Committees. Official files of such committees should contain agenda, minutes, reports and working papers made available to, or prepared by or for, the committee.	Apply appropriate disposition instruction for Primary Program Files or General Correspondence Files relating to the specific subject matter involved.	N1-NU-89-4	PERMANENT
5 5440.1	1. Official Records. Files, data of Navy and USMC operating forces. Chronologies, synopses and pertinent directives regarding routine peacetime operations as well as periods of conflict.	Apply SSIC 3503.	N1-NU-89-4	PERMANENT
5 5441	STATUS OF VESSELS RECORDS	Apply SSIC 3503.	N1-NU-89-4	PERMANENT
5 5451.1	1. Organizational and Functional Charts, Manuals or Other Records Depicting the Internal Organization, Relationships, Functions and Status of Naval Activities and Offices, and Changes.	Apply appropriate sub-item from SSIC 5400	N1-NU-89-4	PERMANENT
5 5500.1	1. Primary Program Records. Files, reports, and other records of OPNAV (Office of the Special Assistant for Investigative Matters and Security (N09N)) and Offices of Assistant SECNAV documenting their responsibilities for the development, execution, and	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5510.5.a	a. Technology Transfer and Security Assistance Review Board (TTSARB). Formerly known as Foreign Disclosure Review Board (FDRB). TTSARBs are Navy international policy decision memoranda.	PERMANENT. Retire to WNRC when 10 years old or when records become inactive, whichever is later. Transfer to NARA when 30 years old.	N1-NU-02-5	PERMANENT
5 5510.5.e(1)(a)	(a) SECNAVINST 5510.34 and changes, updates.	PERMANENT. Dispose with the record copy of SECNAVINST, change or revision (see 5215.1a)	N1-NU-02-5	PERMANENT
5 5513.2.a	a. Record Copy.	PERMANENT. Apply SSIC 5215.1a.	N1-NU-97-3	PERMANENT
5 5520	PERSONNEL SECURITY RECORDS	Apply SSIC 5500.1 and 2.	N1-NU-89-4	PERMANENT
5 5521.3.b	b. If maintained in the individual's official personnel folder.	Apply the disposition for the official personnel folder.	N1-NU-97-1	PERMANENT
5 5527.2	2. Civil Disturbance.	Use SSIC 5580.7.	N1-NU-98-2	PERMANENT

5 5529.1.d(2)	(2) Reviews with issues	Use SSIC 5529.1a, 1b, 2a, or 2b	N1-NU-97-2	PERMANENT
5 5529.2.b	b. Files from (a) above that are precedent setting or have widespread public or Congressional interest.	PERMANENT. Transfer to NARA after 25 years. (a) Paper records that have been converted to microform: 1 Paper copy: Destroy upon verification that record copy information has been fully and accurately converted to microform. 2 Microform copy: NCIS wil	N1-NU-97-2	PERMANENT
5 5580.4.a(2)(a)	(a) Paper copy.	PERMANENT. Transfer to National Archives 50 years after closure.	N1-NU-98-2	PERMANENT
5 5580.4.a(2)(b)2	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 36 CFR Chapter XII before the transfer of the records to the Nat	N1-NU-98-2	PERMANENT
5 5580.4.a(2)(c)2	2. Electronic/optical image copy:	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 r	N1-NU-98-2	PERMANENT
5 5580.4.b(2)(a)	(a) Paper copy:	PERMANENT. Transfer to the National Archives 5 years after case closure.	N1-NU-98-2	PERMANENT
5 5580.4.b(2)(b)2	2. Microform copy:	PERMANENT. NCIS will convert microform images to 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 N	N1-NU-98-2	PERMANENT
5 5580.4.b(2)(c)2	2. Electronic/optical image copy:	PERMANENT. Transfer to the National Archives 5 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 re	N1-NU-98-2	PERMANENT

5 5580.6	6. Reciprocal Investigative Files. Files related to requests from other Federal (Federal Bureau of Investigation, Drug Enforcement Agency, etc.), state and local agencies for investigative assistance. The basis for the request is a criminal investigati	Apply appropriate sub-item from SSIC 5580.4a-c.	N1-NU-98-2	PERMANENT
5 5580.7.e(1)	(1) Paper records:	PERMANENT. Retain on board. Transfer to NARA 25 years after the situation or event terminates.	N1-NU-98-2	PERMANENT
5 5580.7.e(2)(b)	(b) Microform copy:	PERMANENT. Covert microform images to a medium (paper, magnetic tape, microform, 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 records to the Nat	N1-NU-98-2	PERMANENT
5 5580.7.e(3)(b)	(b) Electronic/optical images:	PERMANENT. Transfer to the National Archives 25 years after the situation or event terminates. At the time of transfer, NARA and DON Representatives will determine medium and format in which records will be transferred as well as their arrangement. Ev	N1-NU-98-2	PERMANENT
5 5580.8.a(2)	(2) Files or other documents created within DOD which contains significant analytical comments, value judgments, or recommendations pertaining to information received or acquired from agencies outside the DOD. NOTE: Retain on board for a period not to e	DO NOT DESTROY. Disposition is not approved.	DO NOT DESTROY	PERMANENT
5 5580.8.c(1)	(1) Paper records:	PERMANENT. Retain on board. Transfer to the National Archives 25 years after last action.	N1-NU-98-2	PERMANENT
5 5580.8.c(2)(b)	(b) Microform copy:	PERMANENT. Convert microform images to a medium (paper, magnetic tape, miroform, 3480 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 Natio	N1-NU-98-2	PERMANENT
5 5580.8.c(3)(b)	(b) Electronic/optical image copy:	PERMANENT. Transfer to the National Archives 25 years after last action. 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 re	N1-NU-98-2	PERMANENT
5 5580.13.b	b. NCISHQ:	Apply SSIC 5580.4a.	N1-NU-98-2	PERMANENT

5 5603.8.b	b. Financial and Cost Statements. Statements submitted by publications and printing service industrial-type activities to the ASN (FM&C) and/or other higher authorities, and annual operating budgets.	Apply SSIC 7630.	N1-NU-89-4	PERMANENT
5 5603.9	9. Other Financial Management Records.	Apply appropriate 7000 series SSICs.	N1-NU-89-4	PERMANENT
5 5604.1	1. Requisitions, Purchase Requests, and Other Similar Requisition or Procurement Documents.	See Defense Acquisition Regulations (DAR).	N1-NU-89-4	PERMANENT
5 5604.2	2. Other Supply and Procurement Records.	Apply appropriate sub-item from SSIC 4000.	N1-NU-89-4	PERMANENT
5 5700.1.a	a. Files and Other Records of the SECNAV, CHINFO, Chief of Legislative Affairs, and the Office of the CNO. Records document the development and execution of plans, policies, programs, and procedures regarding external relations of the Navy Department inc	PERMANENT. Retire to WNRC or other authorized storage area when 4 years old or files become inactive. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5700.1.b	b. Files of the CMC and Other Departmental Bureaus and Offices. Records document the overall accomplishment of assigned external relations program responsibilities and are not duplicated or essentially documented in the files covered in SSIC 5700.1a.	PERMANENT. Retire to WNRC when 4 years old or files become inactive. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5700.1.c	c. Files of CNO Area Coordinators, Fleet Commands, and Other Major Shore-Based Commands. Records document policy decisions or other unusually significant or important local transactions of a highly controversial nature.	PERMANENT. Retire to nearest appropriate FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5710.1.a	a. Case files for all Navy MOUs EXCEPT those listed in 5710.1b below.	PERMANENT. Retire case file to WNRC 7 years after signature by both parties, or when records become inactive, whichever is later. Transfer to NARA when 20 years old.	N1-NU-02-3	PERMANENT
5 5711	STANDARDIZATION PROGRAMS AND AGREEMENTS RECORDS	Apply SSICs 5700 and 5710.	N1-NU-02-3	PERMANENT
5 5720.2.a	a. Master Files of the CHINFO, Washington, DC. (One copy of each document, together with related index.)	PERMANENT. Retire to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5720.9.a	a. Files of the Offices of SECNAV, CNO, CMC and other components of the Executive Part of the DON. Files documenting the primary mission responsibilities for the development, establishment, and accomplishment of administrative and management plans, polic	PERMANENT. Place in inactive file when policy is superseded. Retire to WNRC when no longer required for reference. Transfer to NARA 10 years after retirement.	N1-NU-89-4	PERMANENT
5 5720.9.e(1)	(1) Annual reports at DON or departmental level.	PERMANENT. Transfer to NARA when 15 years old.	N1-NU-89-4	PERMANENT
5 5724.1.a(1)	(1) Correspondence and related records documenting the center's organizational history and its policies, programs, overall procedures, and essential transactions.	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5725.1	1. Primary Program Records. Files and other records of the Director of Naval Reserve, that document the development and execution of plans, policies, programs and procedures regarding Naval Reserve affairs, its mission and its organizational history.	Retire records under SSIC 1001.1	N1-NU-89-4	PERMANENT
5 5726.2	2. Official Ceremonies. Keel layings, launchings/christenings, commissionings, decommissionings, dedications, changes of commands, establishment/disestablishment of installations. Master files of CHINFO, Washington, DC. (One copy of each document, tog	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT

5 5726.3	3. Non-Government Nationally Organized Groups (Other Than Media, E.G., Navy League, Navy Relief Society, Fleet Reserve Association, Navy Wives Club of America, Etc.) Master files of the CHINFO, Washington, DC.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5730.1	1. Primary Program Records. Files and other records of the Office of Legislative Affairs and other departmental offices having primary program responsibilities for all phases of congressional and legislative liaison matters. These are records that docu	PERMANENT. Retire to WNRC when 4 years old or files become inactive, whichever is later. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5750.1.a	a. Records of the Office of SECNAV, OPNAV, Headquarters USMC and other components of the Executive Part of the DON. Records consisting of reports, correspondence, or other documents accumulated or prepared in connection with historical and related functi	PERMANENT. Retire to WNRC when no longer needed. Transfer to NARA when 20 years old. Send Marine Corps records to CMC (HD) when 3 years old. CMC (HD) transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5750.1.b	b. Records of the Director of Naval History, Curator for the Navy. Reports, correspondence, and other documents prepared or accumulated in connection with conducting research and compilation of Naval Histories, writing and publishing official works on Na	PERMANENT. Retire to WNRC when 4 years old or when records become inactive, whichever is later. Transfer to NARA when 30 years old.	N1-NU-89-4	PERMANENT
5 5750.1.c	c. Records of the Director of Marine Corps History, (CMC (HD)). Reports, correspondence, and other documents prepared or accumulated in connection with directing the Marine Corps Historical Program.	PERMANENT. Retire to WNRC when 4 years older when records become inactive, whichever is later. Transfer to NARA when 30 years old.	N1-NU-89-4	PERMANENT
5 5750.2	2. Records Not Designated Permanent Elsewhere In This Manual, which the Commander or Commanding Officer Determines to be of Unusual Importance or to Have Exceptional Historical Significance or Interest. Records depicting important unique situations of c	PERMANENT. Retire to nearest FRC when 3 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5750.4.a	a. Unified Commands Supported by SECNAV. Annual Command Histories and other histories prepared by Commander in Chief U.S. Atlantic Command (CINCUSACOM) and Commander in Chief U.S. Pacific Command (CINCPAC).	PERMANENT. Transfer annually to Director of Naval History (DNH). DNH transfer to NARA when 50 years old.	N1-NU-89-4	PERMANENT
5 5750.5.a(1)	(1) Sound Tapes. Formatted as specified in 36 CFR, ch 1232.4.	PERMANENT. Transfer to NARA when 30 years old.	N1-127-89-1	PERMANENT
5 5750.5.a(2)	(2) Transcripts.	PERMANENT. Transfer to NARA when 30 years old.	N1-127-89-1	PERMANENT
5 5750.5.a(3)	(3) Documentation Sheets. Sheets that each field officer is required to provide with each interview. Sheets contain the name, date, place of interview, and a brief synopsis	PERMANENT. Transfer to NARA when 30 years old.	N1-127-89-1	PERMANENT
5 5750.5.a(4)	(4) Indexes to Field Interviews. Card index and/or listings of field interviews which have been published in Marine Corps Bulletins.	PERMANENT. Transfer to NARA when tapes are transferred.	N1-127-89-1	PERMANENT
5 5750.5.b(1)	(1) Sound Tapes.	PERMANENT. Transfer instructions to be determined at a later date.	N1-NU-89-4	PERMANENT
5 5750.5.b(2)	(2) Transcripts.	PERMANENT. Transfer to NARA when 50 years old.	N1-NU-89-4	PERMANENT
5 5750.5.b(3)	(3) Indexes to Oral Histories.	PERMANENT. Transfer to NARA with transcripts.	N1-NU-89-4	PERMANENT

5 5750.5c	c. Marine Corps Lectures. Sound tapes of lectures given by senior military commanders and high ranking civilian officials to students and faculty of the Marine Corps Command and Staff College, Quantico. Topics include strategy, Marine Corps operations,	PERMANENT. Transfer instructions to be determined at a later date.	N1-NU-89-4	PERMANENT
5 5751.1	1. Record Copies of Studies and Correspondence. Files contain original research data that has continuing value.	PERMANENT. Transfer to NARA when no longer needed for reference or information in connection with the center's mission. Marine Corps activities transfer to CMC (HD) who will offer to NARA when no longer needed for reference	N1-NU-89-4	PERMANENT
5 5753.1	1. Naval Historical Center, Operational Archives Holding Records. Records documenting the acquisition or transfer of Navy records maintained by the Naval Historical Center. Files include transfer documents, accessioning lists, certificates of origin, f	PERMANENT. Transfer to NARA when records are transferred.	N1-NU-89-4	PERMANENT
5 5757.1.a	a. Original maintained by the DNH (N09BH).	PERMANENT. NHC transfer to NARA when 50 years old.	N1-NU-89-4	PERMANENT
5 5757.1.b	b. Originator copy of shore activity Command Histories.	PERMANENT. Retire to nearest FRC when 10 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5757.2	2. Marine Corps Command Historical Summary File. File includes copies of certificate of lineage and honors; battle streamer entitlement; copies of past chronology reports; press clippings from local military and civilian newspapers; command press releas	PERMANENT. USMC units transfer annually to CMC (HD). CMC (HD) transfer to NARA when 20 years old	N1-NU-89-4	PERMANENT
5 5758	HISTORICAL PLACES AND EVENTS RECORDS Note: Permanent records are included.	Records filed under this SSIC should be retired under SSIC 5750.2	N1-NU-89-4	PERMANENT
5 5770.4	4. Program Records of the Establishment/Disestablishment of Naval Media Center Detachments and Operating Locations.	PERMANENT. Retire to FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5770.5	5. Agreements With DOD, Other Services, Other Navy Commands, And Foreign Nations, Regarding Navy Or Navy Executive Agent AFRT Operations.	PERMANENT. Retire to FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5771.1.a	a. SECNAV, CNO, CHINFO, and Naval Media Center. Files document the development and execution of plans, policies, programs, and procedures regarding AFRT relations of the DON including international affairs, public relations and congressional and legislat	PERMANENT. Retire to WNRC when no longer needed for reference. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5 5780.3.a	a. Master Files.	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 10 years.	N1-NU-89-4	PERMANENT
5 5780.4.a	a. Station Newspapers from Navy and Marine Corps Bases, Air Stations, and major industrial facilities, e.g., naval shipyards, aircraft rework facilities, training centers, etc.	Offer to NARA Regional Archives upon closing of the base or installation. Long running publication series not needed for publication files should be offered to NARA in 5-year blocks when 20 years old.	N1-NU-89-4	PERMANENT

5 5800.1.a	a. Files Accumulated at the Departmental Level by JAG, the General Counsel (GC), and the Legal Staffs of All Other Departmental Offices Including the Judge Advocate and Legal Staffs of the Marine Corps.	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old. Files with historical information required on a continuing basis may be retained as long as necessary before being retired to WNRC.	N1-NU-89-4	PERMANENT
5 5810.2.b(1)	(1) Master files and historical data tapes.	PERMANENT. Transfer annually to NARA when files are 1 year old.	N1-NU-89-4	PERMANENT
5 5810.2.b(2)	(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. When available, the document	PERMANENT. Transfer the documentation to NARA on an annual basis with the files in 5810.2b(1) above.	N1-NU-89-4	PERMANENT
5 5810.2.b(3)	(3) Output data and reports.	Retire records under SSIC 5800.1 or 5800.2 as appropriate.	N1-NU-89-4	PERMANENT
5 5810.3	3. OJAG Quarterly Criminal Activity Reports.	PERMANENT. Transfer the reports to NARA annually with the files under SSIC 5810.2.b(1) above.	N1-NU-89-4	PERMANENT
5 5813.1	1. General Courts-Martial Cases and Special Courts-Martial Cases. Concerning an officer or involving a sentence to a punitive discharge consisting of the original record of trial accumulated at OJAG.	Retire to WNRC 2 years after completion of appellate review. DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
5 5814.2.a	a. Master files and historical data tapes.	PERMANENT. Transfer annually to NARA when the files are 1 year old.	N1-NU-89-4	PERMANENT
5 5814.2.b	b. 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. When available, the documenta	PERMANENT. Transfer the documentation to NARA on an annual basis with the files in 5814.2a above.	N1-NU-89-4	PERMANENT
5 5814.2.d	d. Output data reports.	Retire records under SSIC 5800.1 or 5800.2 as appropriate.	N1-NU-89-4	PERMANENT
5 5819.1	1. Complaints of Wrong Submitted Under Article 138, UCMJ: Redress of Wrong Committed by a Superior Submitted Under Article 1150, U.S. Navy Regulations, 1990. Files consist of original of the complaint or report, the investigation into the complaint or	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old	N1-NU-89-4	PERMANENT
5 5830.1.b	b. Permanent records. All courts of Inquiry findings and other records as well as records of any JAGMAN investigation that meets one or more of the following criteria: (1) reviewed a major policy or procedural issue, (2) attracted widespread news media	PERMANENT. Cut off at end of calendar year in which inquiry is concluded for JAGMAN investigative report is final. Retire to WNRC 2 years after cutoff. Transfer to the National Archives in 5-year blocks when the most recent records have been cut off 50	N1-NU-01-1	PERMANENT
5 5860.1.a	a. Office of Legislative Affairs (OLA). Files that document plans, policies, programs, procedures, and accomplishments relating to primary program responsibilities for congressional and legislative affairs. (Exclude records covered in SSIC 5860.2 and SS	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT

5	5860.1.b	b. CNO, CMC, and Chief of Other Offices. Files that document essential or important policy transactions relating to legislative proposals and enactments, congressional investigations, and other congressional matters.	PERMANENT. Retire to WNRC when files become inactive. Transfer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5	5861.1	1. Legislative Proposal Files. Drafts of proposed legislation and Executive Orders together with supporting papers and comments reflecting the DON position on proposed legislation or legislation already introduced in the Congress. Include related card	PERMANENT. Transfer to WNRC when files become inactive. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5	5863.1	1. General Correspondence Files and Other Records of OLA. Documenting its assigned program responsibilities in regard to congressional investigations and inquiries.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5	5870.1.a	a. Office of the Chief of Naval Research (OCNR).	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-89-4	PERMANENT
5	5910.1.a	a. Building Plan Files.	Apply SSIC 11012.1.	N1-NU-86-5	PERMANENT
5	5920	MAINTENANCE RECORDS	Apply SSIC 5910.	N1-NU-89-4	PERMANENT
6	6000.1.a(1)	(1) Primary program records. Files and records documenting development and execution of medical plans, policies, programs, and procedures in performance of the assigned mission of BUMED to provide health care, medical and dental, support to the naval est	PERMANENT. Cut off annually. Transfer to: Washington National Records Center (WNRC), 4205 Suitland Rd., Suitland, MD 20409, when 4 years old. Offer to National Archives (NARA) when 20 years old.	NC1-NU-81-2	PERMANENT
6	6000.1.b(1)	(1) Primary program records. Files documenting the organization of the research activity, overall development and accomplishment of significant research plans, programs, and essential transactions of continuing, long term historical, scientific, legal, o	PERMANENT. Cut off annually. Transfer to nearest Federal Records Center (FRC) when 5 years old. Offer to NARA when 20 years old.	NC1-NU-81-2	PERMANENT
6	6010.2.f(1)(b)	(b) Punched cards.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
6	6010.2.f(1)(c)	(c) Computer tapes and discs.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
6	6010.2.g(3)(a)	(a) Punched cards.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
6	6010.2.g(3)(b)	(b) Computer tapes/discs.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
6	6110.2.a	a. Original Record.	File in individual members Service Record	N1-NU-92-16	PERMANENT
6	6150.1	1. Military Health Care Treatment Records. Medical and dental treatment record jackets (file folders such as BUMED 6150/10 through 19) providing complete individual chronological records of all medical and dental examination evaluations and treatment af	PRIOR TO 31 JAN 94: Transfer to NPRC (MPR) in accordance with MANMED and current BUMED, BUPERS, and MARCORPS directives. Disposition will be in accordance with that provided for the military personnel service jacket. See also Chapter I, Part III, govern	NC1-NU-81-2	PERMANENT
6	6320.4.b	b. Punched Cards.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
6	6320.4.c	c. Computer Tapes/Discs.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT

6	6500.1.a(1)	(1) Preliminary, interim, and final reports.	PERMANENT. Transfer to nearest FRC when 5 years old. Offer to NARA when 20 years old.	NC1-NU-81-2	PERMANENT
6	6500.2.a	a. Preliminary, interim, and final reports.	PERMANENT. Transfer to nearest FRC when 5 years old. Offer to NARA when 20 years old.	NC1-NU-81-2	PERMANENT
7	7000.1.a	a. Navy-wide policies and procedures governing the development of actions and positions taken regarding Congressional budget authorization and appropriation actions.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7	7000.1.b	b. Navy-wide policies and procedures governing appropriations expenditure and obligations.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7	7000.1.c	c. Navy-wide policies and procedures established by the ASSTSECNAV (FM&C) governing the development, establishment and execution of budget plans and programs.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7	7000.1.d	d. Navy-wide policies governing the military and civilian payroll accounting systems.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7	7000.1.e	e. Navy-wide policies, plans and procedures governing general disbursing programs.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7	7000.1.f	f. Navy-wide policies and procedures relating to performance and conduct of audits and internal reviews.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7	7000.1.g	g. Navy-wide policies and procedures governing the development and execution of the Navy Industrial Fund (NIF) program.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7	7000.1.h	h. Other Navy-wide policies, programs and procedures in the financial management area.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7	7000.3	3. Unidentified records. Records relating to Navy and Marine Corps financial management operations that are not described in this chapter.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7	7041.1	1. DON Military Personnel Records. Reviews, evaluations, and recommendations on DOD components Program Objectives Memoranda (POM) budget requests, apportionment requests, and budget execution plans for active duty military, reserve component, and retired	PERMANENT. Transfer to WNRC when 10 years old. Offer to NARA 10 years after transfer.	NC1-NU-84-3	PERMANENT
7	7042.1	1. Review, Evaluation, and Recommendation Documents. Files used for the POM budget requests, apportionment requests, and budget execution plans for the annual cost of operations and industrial funds. These files are accumulated at ASSTSECNAV (FM&C) CMC	PERMANENT. Retire to WNRC when 10 years old. Transfer to NARA 10 years after records have been retired. (NC1-NU-84-3	PERMANENT
7	7043.1	1. Procurement files. ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and make recommendations on POM budget requests apportionment requests, and budget execution plans for all procurement appropriations and stock funds.	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3	PERMANENT

7 7044.1	1. Research and Development (R&D) files. ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and make recommendations on DOD components POM budget requests, apportionment requests, and budget execution plans for all RDT&E apportionments of the	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3	PERMANENT
7 7101.1.a	a. Record copies of issuances with updates, revisions and changes maintained by ASSTSECNAV (FM&C) CMC (P&R).	Apply SSIC 7000.1.a.	NC1-NU-84-3	PERMANENT
7 7101.2.a	a. Submissions to OSD, with related justifications accumulated by ASSTSECNAV (FM&C).	PERMANENT. Cut-off when no longer needed for reference. Transfer to NARA in 10-year blocks 20-30 years after cut-off.	NC1-NU-84-3	PERMANENT
7 7102.1.a	a. Record copies accumulated by ASSTSECNAV (FM&C) HQ.	PERMANENT. Retire to WNRC when no longer needed for reference. Transfer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7 7110.2.a	a. Consolidated records of the Office of ASSTSECNAV (FM&C). Copies of budget estimates and justifications prepared or consolidated in ASSTSECNAV (FM&C). Included are appropriation language sheets, narrative statements, and related schedules and data.	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3	PERMANENT
7 7110.4.a(2)	(2) All other textual records, including POMs and related annexes; submissions by CNO program sponsors; documents reflecting decisions made by boards and committees charged with reviewing program sponsor submissions; DON-prepared guidance documents.	PERMANENT. Retire to WNRC when 3 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7 7110.4.a(3)	(3) ADP records.	DO NOT DESTROY. Disposition is not Authorized.	DO NOT DESTROY	PERMANENT
7 7120.1.a	a. ASSTSECNAV (FM&C) HQ.	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3	PERMANENT
7 7120.2.a	a. Records accumulated by ASSTSECNAV (FM&C) in explaining and defending DON budget estimates before congress and congressional committees. Included are statements and testimonies prepared for DON witnesses; proposed answers to anticipated questions; summ	PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-3	PERMANENT
7 7300.2.a	a. Record Copy of Each Issuance, with all Revisions, Updates and Changes Accumulated by ASSTSECNAV (FM&C).	PERMANENT. Transfer to WNRC in 2-year blocks when 1-2 years old. Offer to NARA in 10-year blocks when 20-30 years old.	NC1-NU-84-3	PERMANENT
7 7500.5.a	a. Navy activities.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7 7500.5.b	b. Marine Corps activities.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7 7540.1.b	b. Final audit 'report files maintained by the Auditor General of the Navy.	PERMANENT. Transfer to WNRC when 3 years old. Offer to NARA in 5 year blocks when 20 years old.	NC1-NU-84-3	PERMANENT

7 7610.1.a	a. Master charters maintained at departmental or command levels and related papers.	PERMANENT. Transfer to FRC when activity is disestablished or industrial financing is withdrawn. Offer to NARA when 20 years old or upon disestablishment, whichever is later.	NC1-NU-84-3	PERMANENT
7 7630.1.a(1)	(1) Annual statements.	PERMANENT. Transfer to WNRC 3 years after close of fiscal year involved. Offer to NARA in 10-year blocks when 20-30 years old.	NC1-NU-84-3	PERMANENT
7 7650.1	1. Master File. Master file consisting of one copy with changes and revisions.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20-25 years old in 5 year blocks.	NC1-NU-84-3	PERMANENT
7 7700.1.c	c. Master and historical data files.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7 7700.1.c(1)	(1) RDT&E.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7 7700.1.c(2)	(2) Military personnel data.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7 7700.1.c(3)	(3) Status of reserves components data.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7 7700.1.c(4)	(4) International balance of payments data.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7 7700.1.c(5)	(5) Flow of Gold data.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7 7700.1.c(9)	(9) All other data.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
7 7710	POLICIES RECORDS	Apply SSICs 7000 and 7700.	NC1-NU-84-3	PERMANENT
7 7720	PROCEDURES RECORDS	Apply SSIC 7700.	NC1-NU-84-3	PERMANENT
8 8000.1.a	a. Chief of Naval Operations (CNO), Commandant of Marine Corps (CMC) and Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) Headquarters. Files and records, documenting the development and accomplishment of policies, plans, and programs and procedure	PERMANENT. Transfer to Washington National Records Center (WNRC) when 4 years old, except Marine Corps activities will transfer to WNRC when 5 years old. Offer to National Archives and Records Administration (NARA) when 20 years old.	N1-NU-86-2	PERMANENT
8 8000.1.b	b. Navy shore activities assigned responsibility for Naval Ordnance. Files and records documenting the organization of the activity, overall development and accomplishment of significant plans and policies concerning Naval Ordnance of continuing, long te	PERMANENT. Transfer to nearest Federal Records Center (FRC) when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8000.4	4. Unidentified Records. Records relating to Navy ordnance that are not described in this chapter.	DO NOT DESTROY. Disposition is NOT authorized.	DO NOT DESTROY	PERMANENT
8 8000.6.a(1)	(1) Record copy, paper, no silver film exists, held by COMNAVSEASYSCOM Central Technical Manual Management Activity, and Naval Sea Data Support Activity, Naval Ship Missile Systems Engineering Station, Port Hueneme, CA, and published after January 1967.	PERMANENT. Transfer to WNRC when obsolete or no longer needed for reference. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT

8 8000.6.a(2)	(2) Record copy, microfilm, silver film and one copy, held by COMNAVSEASYS COM Central Technical Manual Management Activity, and Naval Sea Data Support Activity, Naval Ship Missile Systems Engineering Station, Port Hueneme, CA.	PERMANENT. Transfer to WNRC immediately after filming and verification of microfilm. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8000.6.b(1)(a)	(a) Record copy at Naval Surface Warfare Center Indian Head Division Detachment, McAlester, OK.	PERMANENT. Transfer to WNRC when obsolete or no longer needed for reference. Offer to NARA 10 years after transfer to WNRC.	N1-NU-86-2	PERMANENT
8 8000.6.b(2)(a)	(a) Record copy at Naval Explosive Ordnance Disposal Technology Division, Indian Head, MD.	PERMANENT. Transfer to WNRC when obsolete or when no longer needed for reference. Offer to NARA 10 years after transfer.	N1-NU-86-2	PERMANENT
8 8000.8.a(1)(b)	(b) Cognizant office.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8000.10.a(1)	(1) Record copy, no silver film copies exist, at Naval Surface Warfare Center, Indian Head, MD.	PERMANENT. Transfer to WNRC when canceled. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8000.10.b(1)	(1) Silver halide film and one copy at Naval Surface Warfare Center, Indian Head, MD.	PERMANENT. Transfer to WNRC immediately after filming and verification of film. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8000.12.a(1)	(1) Design agent for the equipment (no silver film exists).	PERMANENT. Transfer to WNRC when equipment or system is removed from the active fleet. Forward copy of transmittal to Naval Surface Warfare Center Port Hueneme Division Det Louisville (SNDL C84A). Offer to NARA when 30 years old.	N1-NU-86-2	PERMANENT
8 8000.12.a(2)(a)	(a) Originals show complete gun mount, gun director, or rocket projector.	PERMANENT. Transfer to WNRC when equipment or system is removed from the active fleet. Forward copy of transmittal to Naval Surface Warfare Center Port Hueneme Division Det Louisville (SNDL C84A). Offer to NARA when 30 years old.	N1-NU-86-2	PERMANENT
8 8000.12.b(1)	(1) Record copy, silver film, and one copy.	PERMANENT. Transfer to WNRC immediately after filming and verification. Offer to NARA when 30 years old.	N1-NU-86-2	PERMANENT
8 8000.13.a	a. Record copy (maintained by Project Manager).	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8010.1.a(1)	(1) Record copy at the office of the ammunition commander.	PERMANENT. Transfer to nearest FRC when 4 years old. Offer to NARA when 30 years old.	N1-NU-86-2	PERMANENT

8 8070.1.a	a. Primary program records. Files include program correspondence, reports, studies and evaluations maintained by the COMNAVSEASYSKOM project manager and related to the development and accomplishment of policies, plans and procedures for nuclear, biologic	PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8071	Nuclear Warfare Material	Should be retired to FRC under SSIC 8070.	N1-NU-86-2	PERMANENT
8 8072	Biological Warfare Material	Should be retired to FRC under SSIC 8070.	N1-NU-86-2	PERMANENT
8 8073	Chemical Warfare Material	Should be retired to FRC under SSIC 8070.	N1-NU-86-2	PERMANENT
8 8080.1	1. Primary Program Records. Files, forms, and reports relating to the development and execution of plans, programs, policies, and procedures relating to Marine Corps (MARCORPS) artillery and maintained at Headquarters, U.S. Marine Corps.	PERMANENT. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8081	Towed Artillery	Should be retired to FRC under SSIC 8080.	N1-NU-86-2	PERMANENT
8 8082	Self Propelled Artillery	Should be retired to FRC under SSIC 8080.	N1-NU-86-2	PERMANENT
8 8083	Rocket Artillery	Should be retired to FRC under SSIC 8080.	N1-NU-86-2	PERMANENT
8 8084	Cannons	Should be retired to FRC under SSIC 8080.	N1-NU-86-2	PERMANENT
8 8085	Artillery Fire Control and Optics	Should be retired to FRC under SSIC 8080.	N1-NU-86-2	PERMANENT
8 8090.1	1. Primary Program Records. Files, forms, and reports documenting the development, establishment, and implementation of plans, policies, and procedures relating to MARCORPS ground type, small arms, land mines, grenades, and mortar ammunition programs.	PERMANENT. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8091	Small Arms Ammunition	Should be retired to FRC under SSIC 8090.	N1-NU-86-2	PERMANENT
8 8092	Land Mines	Should be retired to FRC under SSIC 8090.	N1-NU-86-2	PERMANENT
8 8093	Grenades	Should be retired to FRC under SSIC 8090.	N1-NU-86-2	PERMANENT
8 8095	Mortars	Should be retired to FRC under SSIC 8090.	N1-NU-86-2	PERMANENT
8 8110.1.a	a. Primary program correspondence files and other records of the CNO. Files that document the establishment, development, and accomplishment of policies, plans, and programs for Navy nuclear ordnance/special weapons safety.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8110.1.b	b. Primary program correspondence files of project managers and offices. Files (centralized and decentralized) that document the organizational history and the overall development and accomplishment of essential and significant transactions, plans, speci	PERMANENT. Transfer to nearest FRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT

8 8110.4.a(2)	(2) Cognizant office.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 30 years old.	N1-NU-86-2	PERMANENT
8 8110.6	6. Ordnance Specification Records. Records such as case files of ordnance specifications. (These files are located at the custodian activity.)	PERMANENT. Transfer to WNRC when canceled. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8128.1.a	a. COMNAVSEASYCOM Headquarters.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 30 years old.	N1-NU-86-2	PERMANENT
8 8140.1	1. Primary Program Records. Files that document the development, test, production, installation, support, and training for naval applications of directed energy weapons. Records contain functional statements and define operating philosophies. Includes	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8141	High Energy Laser	Should be retired to FRC under SSIC 8140.	N1-NU-86-2	PERMANENT
8 8142	Charged Particle Beam	Should be retired to FRC under SSIC 8140.	N1-NU-86-2	PERMANENT
8 8143	High Power Microwave	Should be retired to FRC under SSIC 8140.	N1-NU-86-2	PERMANENT
8 8144	Free Electron Laser	Should be retired to FRC under SSIC 8140.	N1-NU-86-2	PERMANENT
8 8145	Pulsed Power	Should be retired to FRC under SSIC 8140.	N1-NU-86-2	PERMANENT
8 8146	Dew Anti Stealth	Should be retired to FRC under SSIC 8140.	N1-NU-86-2	PERMANENT
8 8147	Electromagnetic Launchers	Should be retired to FRC under SSIC 8140.	N1-NU-86-2	PERMANENT
8 8148	Strategic Defense Initiative (SDI) Lethality and Target Hardness (LTH)	Should be retired to FRC under SSIC 8140.	N1-NU-86-2	PERMANENT
8 8200.1	1. Primary Program Records. Files containing memos, reports, studies, and fleet requirements that document the development of gunfire control systems, guided missile fire control systems, target designation systems, underwater fire control systems, rock	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8340.1	1. Primary Program Records. Files containing memos, reports, studies that document the development and operation of the Close-In Weapon System. These records are maintained by the Naval Sea Systems Command, Close-In Weapon Systems Program Office	PERMANENT. Apply SSIC 8000.1a.	N1-NU-86-2	PERMANENT
8 8410.1	1. Primary Program Records/Files, and Reports Documenting Plans, Policies, and Procedures. Files relating to MARCORPS landing vehicles. These records document the development and execution of plans, policies, and procedures relating to personnel, weapo	PERMANENT. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8411	Personnel and Cargo Carriers	Should be retired to FRC under SSIC 8410.	N1-NU-86-2	PERMANENT
8 8412	Command Vehicles	Should be retired to FRC under SSIC 8410.	N1-NU-86-2	PERMANENT
8 8413	Assault Gun Vehicles	Should be retired to FRC under SSIC 8410.	N1-NU-86-2	PERMANENT

8 8414	Engineer Vehicle	Should be retired to FRC under SSIC 8410.	N1-NU-86-2	PERMANENT
8 8415	Amphibious Recovery Vehicles	Should be retired to FRC under SSIC 8410.	N1-NU-86-2	PERMANENT
8 8420.1	1. Primary Program Records. Files and reports relating to MARCORPS tanks. These records document the development and execution of plans, policies, and procedures relating to gun tanks, flame thrower tanks, and tank recovery vehicles. These records are	PERMANENT. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8421	Gun Tank (90MM and Smaller)	Should be retired to FRC under SSIC 8420.	N1-NU-86-2	PERMANENT
8 8422	Gun Tanker (Larger Than 99MM)	Should be retired to FRC under SSIC 8420.	N1-NU-86-2	PERMANENT
8 8423	Flamethrower Tanks	Should be retired to FRC under SSIC 8420.	N1-NU-86-2	PERMANENT
8 8424	Tank Recovery Vehicles	Should be retired to FRC under SSIC 8420.	N1-NU-86-2	PERMANENT
8 8440.1	1. Primary Program Records. Files, forms, and reports documenting the development and execution of plans, programs, policies, and procedures relating to MARCORPS amphibious vehicles. These records are maintained at Headquarters, U.S. Marine Corps.	PERMANENT. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8450.1	1. Primary Program Records. Files, forms, and reports relating to the development and execution of plans, programs, policies and procedures relating to MARCORPS lightweight armored vehicles. These records are maintained only at Headquarters, U.S. Marine	PERMANENT. Transfer to the WNRC when 5 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8530.1	1. Primary Program Records. Records relating to the design, development, testing, and evaluation of surface launched or air dropped depth charges and depth bombs including the various types of exploder mechanisms and detonators, which may be installed i	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8535	Depth Bombs	Should be retired to FRC under the appropriate subsection of SSIC 8530.	N1-NU-86-2	PERMANENT
8 8560.1	1. Primary Program Records. Planning documents for the defense of United States-controlled harbors that are developed and maintained by the project manager (Naval Surface Warfare Center, Indian Head, MD). In addition to the Harbor Defense Plans, record	PERMANENT. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old.	N1-NU-86-2	PERMANENT
8 8580.1	1. Primary Program Records. Files containing memos, reports, studies and planning documents that relate to underwater fixed targets used to test torpedoes and calibrate shipboard sonar; and expendable and recoverable self propelled targets that contain	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8581	Underwater Mobile Targets	Should be retired to FRC under the appropriate subsection of SSIC 8580.	N1-NU-86-2	PERMANENT
8 8590.1	1. Primary Program Records. Policy directives, correspondence, studies, reports, operational requirements, and data analyses relating to underwater ranges. Underwater range support equipment used on fixed and mobile ranges provides measurement data to	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8591	Underwater Range Support Equipment	Should be retired to FRC under the appropriate subsection of SSIC 8590.	N1-NU-86-2	PERMANENT

8 8592	Mobile Underwater Ranges	Should be retired to FRC under the appropriate subsection of SSIC 8590.	N1-NU-86-2	PERMANENT
8 8600	General Aviation Ordnance	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
8 8610	Rocket and Missile Propulsion Systems	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
8 8800.1	1. Primary Program Records. Records relating to the design, development, testing and evaluation of surface, air, or underwater launched missiles, rockets and drones including propulsion system, warhead and guidance system. Records are created or received	PERMANENT. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	N1-NU-86-2	PERMANENT
8 8805	Missile Technical Information and Modifications	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
8 8810	Aerial Intercept Missiles	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
8 8815	Surface to Air Missiles	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
8 8820	Surface Attack Missiles	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
8 8830	Underwater Attack Missiles	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
8 8832	ASW Standoff Weapons	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
8 8840	Drones	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
8 8850	Training Missiles	Should be retired to FRC under SSIC 8800.	N1-NU-86-2	PERMANENT
9 9000.1.a	a. Chief of Naval Operations (CNO), Commandant of Marine Corps (CMC), Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) Headquarters and Space and Naval Warfare Systems Command (COMSPAWARCOM) Headquarters. Correspondence, reports studies, record copies	Permanent. Retire to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 30 years old.	N1-NU-89-3	PERMANENT
9 9000.1.b	b. Naval Shipyards. Files and records documenting the organization of the activity, overall development and accomplishment of significant plans and policies concerning logistics support for assigned ships and craft, performance of authorized ship work and	Permanent. Retire to FRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9000.1.d	d. Weapons and ordnance activities under the command of COMNAVSEASYSCOM.	Retire records under subparagraph 8000.1b of this manual.	N1-NU-89-3	PERMANENT
9 9000.1.e	e. RDT&E activities under the command of COMNAVSEASYSCOM and COMSPAWARSYSCOM.	Retire records under appropriate section of SSIC 3900.	N1-NU-89-3	PERMANENT
9 9000.3.a(1)	(1) Master copy, paper or similar medium if no silver microform exists.	Permanent. Retire to FRC 3 years after completion. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9000.3.a(3)	(3) Silver halide microform and one copy.	Permanent. Retire to FRC immediately upon filming and verification of microform. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT

9 9010.1.a	a. Records maintained by COMNAVSEASYSKOM	Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9020	STRATEGIES AND SPECIAL CAPABILITIES This SSIC is being deleted from SECNAVINST 5210.11D, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes.	Retire records under SSIC 9010 of this manual.	N1-NU-89-3	PERMANENT
9 9030	TACTICAL AND STRATEGIC OPERATION SUPPORT CAPABILITIES This SSIC is being deleted from SECNAVINST 5210.11D, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes.	Retire records under SSIC 9010 of this manual.	N1-NU-89-3	PERMANENT
9 9040.1.a(1)	(1) For class leader ships.	Permanent. Retire records with ships case file under subparagraph 4700.1c(1)(a)1 of this manual.	N1-NU-89-3	PERMANENT
9 9050.1.a	a. Records maintained by NAVSEASYSKOM.	Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9060.1.a(1)	(1) For class leader ships.	Permanent. Retire records with Ships Case file under subparagraph 4700.1c(1) (a)1 of this manual.	N1-NU-89-3	PERMANENT
9 9074.2.a(1)	(1) For class leader ships.	Permanent. Retire records with Ships Case file under SSIC 4700.1c(1)(a)1 of this manual.	N1-NU-89-3	PERMANENT
9 9077.1.a	a. Records maintained by NAVSEASYSKOM.	Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9081.1.a	a. Primary program records maintained by Assistant Secretary of the Navy for Shipbuilding and logistics. NOTE: Records are PERMANENT.	PERMANENT. Retire records under subparagraph 4790.1 of this manual.	N1-NU-89-3	PERMANENT
9 9085.1.a(1)	(1) Original tracings and full size reproducibles of the booklets of general plans, hull lines, body plans, outboard profiles, inboard profiles and sheer and half breadth plans.	Permanent. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9085.1.a(3)	(3) Silver film microform copies maintained at COMNAVSEASYSKOM Engineering Drawing Support Activity (NEDSA) Portsmouth, NH.	Permanent. Transfer to NARA when 55 years old. Earlier transfer is authorized for stricken vessels.	N1-NU-89-3	PERMANENT
9 9085.1.b(1)	(1) Original tracings of the booklet of general plans, hull lines, body plans, outboard profiles, inboard profiles, and sheer and half breadth plans only for the class leader ship maintained by the planning yard for the class.	Permanent. Retire to WNRC when drawings become inactive. Transfer to NARA when 30 years old. Earlier transfer when all ships in the class are stricken is authorized.	N1-NU-89-3	PERMANENT
9 9085.1.b(4)	(4) Silver microfilm aperture cards (35 mm roll film prior to 1955) of all HME drawings including class file and vendor file maintained by NEDSA, Portsmouth, NH.	Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when all vessels in the class are stricken, whichever is earlier.	N1-NU-89-3	PERMANENT

9 9085.1.b(6)	(6) Optical disk high-density digital image of HME drawings maintained at COMNAVSEASYSCOM designated Master Engineering Drawing Management Information and Control System (EDMICS) site. (See subparagraph 9085.4 for description of EDMICS system.)	DO NOT DESTROY. Disposition not authorized. Will be substituted for subparagraph 9085.1b(4) as the permanent record if in an approved archival form at the time of proposed transfer.	DO NOT DESTROY	PERMANENT
9 9085.1.e(1)	(1) Original Tracing Ordnance drawings, showing complete gun mount, director, missile system, fire control system, and major components thereof including complete units of small arms and landing force equipment. These are maintained at NEDSA, NSWC Port Hu	Permanent. Retire to WNRC when 30 years old. Transfer to NARA when 55 years old or when equipment or system is declared obsolete, whichever is sooner.	N1-NU-89-3	PERMANENT
9 9085.1.e(5)	(5) Special collection of ordnance drawings to be designated by NSWC Port Hueneme Division (PHD) from the collection at NEDSA, NSWC Port Hueneme Division (PHD) and drawn from those non-permanent drawings included under section 9085.1e(3) of this manual. T	Permanent. Transfer directly to Cartographic Branch (NNSC) National Archives using SF 258 from drawing held at the repository to present date. Future transfers in 5-year blocks beginning in 1995.	N1-NU-89-3	PERMANENT
9 9085.1.e(6)	(6) Silver microfilm aperture cards of all ordnance and ordnance systems drawings maintained at NEDSA, NSWC Port Hueneme Division (PHD) and NEDSA, Naval Ship Weapon Systems Engineering Station (NSWSES), Port Hueneme, CA.	Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when equipment is obsolete, whichever is earlier.	N1-NU-89-3	PERMANENT
9 9085.1.e(8)	(8) Optical disk high-density digital image of ordnance drawings maintained at COMNAVSEASYSCOM designated Master EDMICS site. (See section 9085.4 for description of EDMICS system.)	DO NOT DESTROY. Disposition Not Authorized. Will be substituted for section 9085.1e(6) as the permanent record if in an approved archival form at the time of proposed transfer.	DO NOT DESTROY	PERMANENT
9 9085.2.a	a. Original tracings for which no silver film exists. Maintained at Planning yard for the vessel.	Permanent. Retire to WNRC when vessel is decommissioned. Transfer to NARA when 55 years old or when vessel is stricken whichever is earlier.	N1-NU-89-3	PERMANENT
9 9085.2.c	c. Master set of SDI's on silver microfiche. Maintained at NEDSA, Naval Shipyard Portsmouth, NH.	Permanent. Retire to WNRC in 5-year blocks containing all vessels decommissioned during that period. Transfer to NARA when 55 years old.	N1-NU-89-3	PERMANENT
9 9086.1.a	a. Record copy, hard copy or silver halide master microform manuals in effect August 1976 and all published thereafter by COMNAVSEASYSCOM. Record copy is at COMNAVSEASYSCOM Control Technical Manual Management Activity (Naval Data Support Activity, Naval S	Permanent. Retire to WNRC when ship is stricken. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9086.1.b	b. Record copy of manuals at COMNAVSEASYSCOM Headquarters canceled prior to August 1976 and are known not to be in the Naval Data Support Activity Collection.	Permanent. Retire to WNRC when ship is stricken. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9086.2.a	a. Record copy (Original silver halide microform or hard copy) held by COMNAVSEASYSCOM Nuclear Propulsion Directorate. (Retire hard copy only if silver halide film is unavailable.)	Permanent. Retire to WNRC when cancelled. Transfer to NARA when 50 years old.	N1-NU-89-3	PERMANENT

9 9088.2	2. Training Course Administrative and Student Records.	Retire records under appropriate subsection of SSIC 1500 of this manual.	N1-NU-89-3	PERMANENT
9 9091.1	1. Inspections Conducted By the Board of Inspection and Survey, Washington, DC and Regional Sub Boards.	Retire records under appropriate subsection of SSIC 4730 of this manual.	N1-NU-89-3	PERMANENT
9 9094.1	1. Trials Conducted by The Board of Inspection and Survey, Washington, DC and Regional Sub Boards.	Retire records under the appropriate section of SSIC 4730 of this manual.	N1-NU-89-3	PERMANENT
9 9096.1.a(1)	(1) Master copies for which no silver halide film exists at COMNAVSEASYSKOM Headquarters.	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9096.1.b(1)	(1) Silver halide microform and one copy at COMNAVSEASYSKOM Headquarters.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9097.1.a(1)	(1) Master copies maintained at COMNAVSEASYSKOM that have not been filmed.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9097.1.b(1)	(1) Silver halide microform and one copy maintained at COMNAVSEASYSKOM.	Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old.	N1-NU-89-3	PERMANENT
9 9099.1.a(1)	(1) For class leader ships.	Permanent. Retire records with Ships Case file under section 4700.1c(1)(a)1 of this manual.	N1-NU-89-3	PERMANENT
9 9210.1	1. Primary Program Records. Correspondence, reports, studies, record copies of instructions and notices and other records that document the establishment, development and accomplishment of plans, programs and policies related to the design, arrangement,	Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 50 years old.	N1-NU-89-3	PERMANENT
10 10000	GENERAL MATERIAL RECORDS		NC1-NU-84-1	PERMANENT
10 10000.2	2. Blueprints and Drawings. Files of general equipment and material items. (See SSIC 4121.2 for permanent specification files.)		NC1-NU-84-1	PERMANENT
10 10000.2.b	b. Master microfilm negatives.	Apply the appropriate SSIC 4121.2.	NC1-NU-84-1	PERMANENT
10 10520	FLAGS AND PENNANTS RECORDS		NC1-NU-84-1	PERMANENT
10 10520.2	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 illustration		NC1-NU-84-1	PERMANENT
10 10520.2.a	a. Case files of the Commander, Naval Sea Systems Command (COMNAVSEASYSKOM) Headquarters office performing Navy wide responsibility for flags and pennants.	PERMANENT. Offer to NARA when no longer required for on-site reference by COMNAVSEASYSKOM.	NC1-NU-84-1	PERMANENT
11 11000.1.a(1)	(1) Navy.	PERMANENT. Retire to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 25 years old.	N1-NU-86-5	PERMANENT
11 11000.1.a(2)	(2) Marine Corps.	PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	N1-NU-86-5	PERMANENT

11	11000.1.c	c. Records of NAVFACENGCOM Field Divisions and Other Major Commands. Files relating to the construction program of the command and to overall planning aspects of civil engineering matters.	PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when 25 years old.	N1-NU-86-5	PERMANENT
11	11011.1	1. Real Estate Title Records. Case files containing deeds to property, certificates of title, documents of final adjudication by a court, site maps, Attorney General opinions, and other instruments of ownership. These files are maintained by the NAVFAC	PERMANENT. Retain on board. Transfer to NARA when activity has been disestablished and property has been removed from DON plant account.	N1-NU-86-5	PERMANENT
11	11011.3.a	a. Selected drawings and photographs of properties selected for their architectural, historical, or technological significance. (NAVFACENGCOM or EFD's contact NARA in advance of transfer to arrange selection of records for permanent retention).	PERMANENT. Offer to NARA when property is transferred. (Duplicate copies will be provided, if needed, to new custodian.)	N1-NU-86-5	PERMANENT
11	11011.4.a	a. One copy of each published map.	PERMANENT. Retire to nearest FRC in 4 year blocks when newest records are 10 years old. Transfer to NARA when records are 20 years old.	N1-NU-86-5	PERMANENT
11	11011.6	6. Index Card Records of Naval Real Estate. Files reflecting such information as locations, parcel numbers, acreages, or brief description of property.	PERMANENT. Retire to nearest FRC when no longer needed. Transfer to NARA when 20 years old.	N1-NU-86-5	PERMANENT
11	11012.1.b	b. Assignment Logs of the serial numbers assigned to design drawings or microform copies thereof.	PERMANENT. Transfer to NARA in 5 year blocks for all records greater than 5 years old.	N1-NU-86-5	PERMANENT
11	11012.1.e(1)	(1) Master silver microfilm.	PERMANENT. Transfer to NARA in 5 year blocks when the most recent manual is 30 years old.	N1-NU-86-5	PERMANENT
11	11012.5.a	a. One record copy retained as part of the primary program records.	PERMANENT. Transfer to NARA within 5 years after completion of project.	N1-NU-86-5	PERMANENT
11	11013.1.a(2)	(2) Silver film copy maintained by the NAVFACENGCOM Field Division for the geographical area in which the structure is located.	PERMANENT. Transfer to NARA when structure is sold, transferred or demolished.	N1-NU-86-5	PERMANENT
11	11013.1.a(4)	(4) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFACENGCOM Headquarters File	PERMANENT. Transfer to NARA when structure is sold, transferred, or demolished, or when 20 years old, whichever is earlier.	N1-NU-86-5	PERMANENT
11	11013.1.b(1)	(1) Original "record" drawings (as-built drawings, if "record" drawing was not prepared) selected for architectural, historical, or technological significance. Selection criteria to be established by NARA in conjunction with NAVFACENGCOM Headquarters and	PERMANENT. Transfer to NARA when structure is sold, transferred, or demolished or when 40 years old whichever is earlier.	N1-NU-86-5	PERMANENT
11	11013.1.c(1)	(1) Microform copies.	PERMANENT. Transfer to NARA in five year blocks for all records greater than 5 years old.	N1-NU-86-5	PERMANENT
11	11013.1.c(2)	(2) Indexes to drawings that are maintained in a data base.	PERMANENT. Transfer complete printout to NARA annually.	N1-NU-86-5	PERMANENT
11	11080.1	1. Those Files That Serve As a Guide For Disaster Preparedness and Document Nuclear, Biological, and Chemical Defense Plans and Procedures Accumulated By COMNAVFACENGCOM.	PERMANENT. Retire to WNRC when superseded. Transfer to NARA when 20 years old.	N1-NU-86-5	PERMANENT

11	11100.1.a	a. Primary program records. Correspondence, reports, and studies relating to the establishment, development, and accomplishments of the IR Program. Files are accumulated by NAVFACENCOM Headquarters and Naval Energy and Environmental Support Activity (N	PERMANENT. Retire to nearest FRC in 5 year blocks. Transfer to NARA when 20 years old.	N1-NU-86-5	PERMANENT
11	11100.3	3. Structure or Facility (History) Records. Master file (one copy only) cards or other similar records that document the physical features, placement, and nature of government structures. Records are accumulated by naval activities only.	PERMANENT. Retain on board until activity is disestablished, then transfer to NARA.	N1-NU-86-5	PERMANENT
11	11151.1	1. Correspondence, Plans, and Other Records. Files pertaining to the development, design and construction of harbor defense facilities. Records maintained by port directors, base commanders, or area coordinators.	PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when disestablished or when 30 years old, whichever is earlier.	N1-NU-86-5	PERMANENT
11	11170.2	2. Burial Register Files. Registers maintained by cemeteries containing information such as records of interments, reservations, etc., that record section, plot, and grave numbers, dates of interment or reservation, and identifying information on the de	PERMANENT. Retain on board until facility is disestablished, then transfer to NARA.	N1-NU-86-5	PERMANENT
11	11220.1.a	a. Files of unique design.	PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-5	PERMANENT
11	11320.1	1. Primary Program Records of the Office of the Chief of Naval Operations. Correspondence files and other records relating to the development, execution of Navy's fire protection plans, policies, programs and procedures.	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-5	PERMANENT
11	11330.1	1. Records Relating To the Development and Implementation of Rules for Effecting Environmental Legislation. These files consist of the development of policy regulations concerning water supply planning, health criteria, national register of public water	PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-5	PERMANENT
11	11400.1.a	a. Naval Stations, Naval Bases, Naval Operating Bases, Naval Air Stations, Marine Corps Bases, Marine Corps Air Stations, and Construction Battalion Centers.	PERMANENT. Retire to nearest FRC when 4 years old. Transfer to NARA when 20 years old.	N1-NU-86-5	PERMANENT
11	11420.1.a	a. Original "As-Built" Drawings.	PERMANENT. Retire to nearest FRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-86-5	PERMANENT
11	11430.1.a	a. Original "As-Built" Drawings.	PERMANENT. Retire to nearest FRC when 5 years old. Transfer to NARA when 20 years old.	N1-NU-86-5	PERMANENT
12	12000.1	1. Primary Program Records Relating To the Development, Implementation, and Overall Administration of Navy and Marine Corps-Wide Policies, Procedures, and Programs Pertaining To Civilian Personnel Administration. These records are accumulated only in of	Permanent. Transfer to Washington National Records Center (WNRC) when 3 years old. Offer to NARA when 20 years old.	N1-NU-86-3	PERMANENT
12	12211.1	1. Records Pertaining To Entitlement of Individual Personnel To Veterans Preference, Administration of Preference, and Preference Preserved, Lost or Changed.	File on right side of Official Personnel Folder (OPF).	N1-NU-86-3	PERMANENT
12	12212.1	1. Records Relating To the Extent of Competitive Service and Variations.	File on right side of OPF.	N1-NU-86-3	PERMANENT

12	12212.2	2. Records relating to Eligibility, Determination, and Cancellation of Competitive Status. Records generated and are maintained on the right side of the OPF and include the following: - Proof of appointment: Appointment Affidavits Standard Form (SF) 61	File on right side of OPF.	N1-NU-86-3	PERMANENT
12	12250.1	1. General Policy On Civilian Manpower Management Including Establishing And Disestablishing Civilian Personnel Offices (CPOs), Policy Regarding Interservice Support, and Guidelines for Logistics Support of CPOs.	Apply SSIC 12000.1	N1-NU-86-3	PERMANENT
12	12271.1.a	a. Records accumulated by offices responsible for establishing Navy-wide policies.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	N1-NU-86-3	PERMANENT
12	12272.1.a	a. Record Copy.	Permanent. Transfer to Federal Records Center (FRC) when superseded or obsolete. Offer to NARA when 20 years old.	N1-NU-86-3	PERMANENT
12	12272.2.a	a. Record copy of directives that establish civilian personnel policies within Navy with supporting case file, if any, documenting important aspects of the development of the issuance. These records are accumulated only in offices responsible for establi	Permanent. Transfer to FRC when superseded or obsolete. Offer to NARA when 20 years old.	N1-NU-86-3	PERMANENT
12	12293.1.a(1)	(1) Folders covering periods of employment terminated prior to 1 January 1921.	DO NOT DESTROY. Disposition is not authorized.	DO NOT DESTROY	PERMANENT
12	12316.1	1. Records maintained by Agency in the OPF so that Inspectors may Reconstruct the Action and a Review by them Will Show Qualifications Standards Used, Necessary Training and Experience, and Facts Which Establish the Correctness of the Action. Records ge	Apply SSIC 12293.	N1-NU-86-3	PERMANENT
12	12450.5	5. Departmental Level Awards Files. Records relating to awards made at the departmental level or higher (Presidential, Secretarial, etc.).	DO NOT DESTROY. Disposition is not authorized.	DO NOT DESTROY	PERMANENT
12	12451.2	2. All Other Records.	Apply SSIC 12450.	N1-NU-86-3	PERMANENT
12	12800.2	2. Copies of Health Benefits Registration Form for Eligible Employees used to Determine Employee Eligibility for Health Benefits upon Retirement.	File on right side of OPF.	N1-NU-86-3	PERMANENT
12	12831.2	2. Records and Forms Pertaining To an Employee's Eligibility to Retire and Participation in the Thrift Savings Plan.	File on permanent side of OPF.	N1-NU-86-3	PERMANENT
12	12841.2	2. Records and Forms Pertaining To an Employee's Transfer to FERs, Participation in the Thrift Savings Plan and Eligibility to Retire.	File on permanent side of OPF.	N1-NU-86-3	PERMANENT
13	13000.1	1. Aeronautical and Astronautical Material Primary Program Correspondence Records Relating To the Development, Implementation, Interpretation and Overall Administration of Navy Wide Policies, Procedures and Programs Pertaining To Navy Aeronautical Matter	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.1.a	a. Navy wide policies and procedures governing the operations of Project Management Offices.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT

13	13000.1.b	b. Navy wide policies and procedures pertaining to aeronautical and astronautical material readiness.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.1.c	c. The master file of all technical reports and publications, along with background papers, maintained by the originating office.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.1.d	d. The master aircraft characteristics charts and reports containing detailed descriptions of the craft and its capabilities.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.1.e	e. Master files describing aircraft serviceability and air worthiness testing.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.1.f	f. Design and engineering programs, including technical design reports, preliminary design reports for developmental aircraft, specifications and other aspects of the aeronautical design and engineering program.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.3	3. Unidentified Records. Records relating to Navy and Marine Corps aeronautical and astronautical material that are not described elsewhere in this chapter.	DO NOT DESTROY. Disposition is not authorized.	DO NOT DESTROY	PERMANENT
13	13000.5	5. Project Manager Records. Files maintained by designated project managers and weapons systems managers assigned responsibility for intensified management of weapons, component, and support systems. These records involve a wide spectrum of activity, i	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.6.c(2)	(2) Negatives at NATEC.	Permanent. Retain on board. Offer to NARA when aircraft, equipment, or component is no longer in inventory, subject to the provision that use of drawings is restricted by category 4 of the Freedom of Information Act (Trade Secrets). For ultimate dispos	NC1-NU-84-2	PERMANENT
13	13000.7.a	a. Technical reports. Reports maintained by the naval activity preparing the report or by the activity issuing the contract if the report is generated by the contractor.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.7.b(2)	(2) Preliminary overall design and summary design reports for developmental aircraft and weapons systems.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.8.a	a. Master paper copies of basic publications. In addition to master publications, files also include a copy of each change and revision. Files are located at the Washington National Record Center (WNRC) and were accumulated prior to 30 June 1971.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.8.c	c. Master Microfilm Set. Master file consisting of basic publications, copy of each change and revision, and copy of final edition with changes incorporated at NATEC.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13000.10.a	a. Master files. Files include (preliminary) drafts or diagrams of specifications, test results, comments, working papers, and other records accumulated in connection with the development or modification of the specification as well as approved drawings,	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT

13	13010.1.a	a. Standard aircraft characteristics charts.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13030.1	1. Primary Program Records. These files describe how aircraft was originally tested by Navy to determine aircraft's ability to perform. Records describe good points and shortcomings of the aircraft and corrective actions. Records include detailed desc	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13040.1	1. Correspondence, Reports, and Related Records. Files, which explain the aircraft's ability to effectively, perform under specific circumstances. These records are accumulated by various naval activities, departments, divisions, and other organi-zatio	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13050.1.a	a. Master file. These files consist of CCB change requests and supporting data, changes to weapons configuration program, availability of equipment, cost and funding documents, and logistic milestone charts.	Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	NC1-NU-84-2	PERMANENT
13	13051.4	4. Master Set of Proposals. Files generally include and are handled as master technical instructions or plans files.	Permanent. Forward to WNRC when aircraft is stricken from Navy list. Offer to NARA when 20 years old.	NC1-NU-84-2	PERMANENT
13	13060.1	1. Reports and Correspondence. Files used to ensure that the aircraft has accurate weight and center of gravity to operate within permissible limits and to estimate new weights of design when they are in the preliminary stages.	Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-2	PERMANENT
13	13080.1	1. Specification Records. These records consist of specifications describing how each aircraft is painted and marked with serial numbers, squadron identification numbers and insignia, instructions, and warnings.	Permanent. Retain on board. Offer to NARA when specification is cancelled or superseded.	NC1-NU-84-2	PERMANENT
13	13090.1.a(1)	(1) Monthly flight summaries and inspection records of rework.	Permanent. Forward to WNRC when the aircraft is stricken from Navy list. Offer to NARA when 20 years old.	NC1-NU-84-2	PERMANENT
13	13200.1	1. Correspondence and Reports. Files documenting the significant development, production, test, evaluation, and basic design of electrical and electronic devices for use in aviation, especially electronic control systems for aircraft and airborne weapons.	Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.	NC1-NU-84-2	PERMANENT
13	13300.1	1. Plans and Drawings for Astronautic Vehicles.	Transfer to the NATEC when purpose is served. NATEC will apply para. 13000.6c(2).	NC1-NU-84-2	PERMANENT