DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 5210.10
BUMED-M09B3
23 Jun 2008

BUMED INSTRUCTION 5210.10

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE RECORDS MANAGEMENT PROGRAM

Ref: (a) 44 U.S.C. Chapters 29, 31, and 33 (Records Management and Disposal of Records)
(b) DOD 5015.2-STD, Electronic Records Management Software Applications Design Criteria Standard, 25 April 2007
(c) SECNAVINST 5210.8D
(d) SECNAV M-5210.1, Records Management Manual
(e) SECNAV M-5210.2, Standard Subject Identification Code Manual
(f) SECNAVINST 5216.5D, DON Correspondence Manual
(g) SECNAVINST 5510.36A
(h) SECNAVINST 5720.42F
(i) SECNAVINST 5211.5E
(j) DOD 8580.02-R, DOD Health Information Security Regulation, 12 July 2007

Encl: (1) Enterprise Responsibilities
(2) Glossary
(3) Filing System Guidelines
(4) Established List of Standard Subject Identification Code
(5) Sample File Plan
(6) Additional Duty Appointment Format Letter
(7) Procedural Guidelines for Completing the SF-135

1. Purpose

a. To issue Chief, Bureau of Medicine and Surgery (BUMED) records management program (RMP) policy ensuring medical and administrative documents created or acquired by BUMED, Regional Commands, and component activities are properly managed from creation/receipt through final disposition, thereby complying with federal laws and Department of the Navy (DON) records management requirements established in references (a) through (j).

b. To provide guidance regarding e-mail and other electronically generated information that meets the definition of a Federal record as prescribed in reference (a). Adherence to the procedures described in this instruction will support deployment of an approved electronic Records Management Software Application (eRMSA) package that will be selected and fielded by Navy Medicine Command Information Officer (CIO) in accordance with reference (b). Proper Standard Subject Identification Code (SSIC) categorization of e-records created or received is essential to properly manage electronically generated records (i.e., e-mail (with or without attachments), word processing documents, spreadsheets, etc.).

c. To appoint the Navy Medicine Records Management Program Officer (RMPO) as required by reference (c) to implement the policies and objectives of the DON Records Management Program (RMP) throughout Navy Medicine.

d. To appoint Records Management Coordinators (RMC) at BUMED and throughout Navy Medicine component activities. BUMED Director for Administration, M09B1, appoints the RMC for Headquarters (HQ).

e. To assign enterprise-wide responsibilities for execution of and familiarization with the requirements of this instruction to all Navy Medicine personnel as delineated in enclosure (1).

2. Applicability

a. Records management procedures discussed in this instruction are applicable to all Navy Medicine personnel, including contractors, and includes all medical and administrative records and files generated and maintained at HQ and throughout Navy Medicine with certain exceptions.

b. The disposition requirements of reference (d) are not applicable to:

(1) The hard copy and electronic working files assembled in the creation of HQ instructions, notices, change transmittals, interim message changes, manuals, publications, joint directives, and other official policy issuances. Permanent and ready access is required for potential legal matters and policy development activity.

(2) Records freezes or holds.

3. Definitions. Special terms used in this instruction are explained in the glossary at enclosure (2). Of particular importance is the definition of "record."

4. Background

a. Records Management. Navy Medicine is required by federal law and Navy regulation to institute an effective RMP that ensures the accurate and efficient management of all records. Navy Medicine RMP is designed to ensure that our records are created, maintained, and dispositioned (destruction/deletion or transfer) in accordance with references (a) through (j). This instruction will be revised by Navy Medicine CIO to issue enterprise electronic record archiving requirements and selection/deployment guidance for electronic records management software.

b. Filing. Filing procedures constitute an integral part of a RMP. Reference (e), Chapter 1, provides general guidance for establishing a filing process for records created and maintained throughout Navy Medicine. Procedures in enclosure (3) provide guidance to ensure medical and administrative records are properly stored and dispositioned and shall be followed by all

personnel responsible for creating and maintaining records. These guidelines establish the model for our filing process and meet the legal and procedural requirements of references (d) and (e). Enclosure (4) presents a listing of SSICs used throughout Navy Medicine in addition to the standard medical SSICs from chapter 6, Part III of reference (d).

c. Disposition. The disposition guidance contained in reference (d) is mandatory and shall be followed by all personnel. Requests for exceptions to disposition guidance shall be forwarded by naval letter via the chain of command to RMPO (M09B3) for approval.

d. Electronic Records. Electronic documents and files and e-mail messages are considered records when they meet the definition in reference (a), Federal Records Act, Chapter 33, and must be managed accordingly. Reference (f), Sections C and D provide guidance for records management procedures for these documents and is supplemented by the specific guidance contained in this instruction.

5. Policy. BUMED, Regional Commands, and their subordinate activities shall create, maintain, and disposition medical and administrative records as specified in references (a) through (j) and the following provisions:

a. Records Management Program Officer. Director, Secretariat (M09B3) is designated the RMPO for Navy Medicine and shall develop and issue program policy and procedure guidance, effect oversight, and ensure compliance.

b. Records Management Coordinators. BUMED, Regional Commands, and their subordinate activities shall appoint a RMC in writing to manage the RMP to ensure compliance with this instruction. Regional RMCs will serve as the coordination point of contact for the RMPO and ensure compliance throughout their Region.

c. Records Creation

(1) Navy Medicine personnel are responsible for ensuring that records are created, maintained, and preserved to document business operations and furnish information necessary to protect legal and financial rights of Navy Medicine and persons affected by our mission activity.

(2) Records will be identified by SSIC. SSIC classification is the basis for managing records and, in accordance with reference (c), shall be used on all records created including e-mail, letters, memorandums, messages, directives, forms, and reports.

(3) To minimize the recordkeeping burden on recipients and to minimize the impact on the electronic communications system, creators of e-mail messages shall limit distribution of messages to recipients who have "action responsibility" or the "need to know." The creator and recipient of an e-mail message shall determine whether it meets the definition of a record.

A document may be a record in more than one office. E-mail messages that may meet the record definition include official correspondence, memoranda to include memoranda for the record, General Administration messages, personnel and financial documents, e-mails and attachments transmitted in conducting agency business, policy documents, etc.

d. Filing Procedures for Hardcopy Records

(1) BUMED and subordinate activities will implement the procedures contained in enclosure (3) and ensure compliance with the filing requirements of reference (g) for classified material. Record files may be centralized at the activity, department, or office organizational level and maintained by a designated individual, or decentralized and maintained by individual members of the department/office. Decentralized records systems must be accessible at all times. The system design will be approved by the RMC to optimize mission attainment. RMCs shall also approve file plans for each department/office and maintain a consolidated file plan. All records files shall be managed per this instruction. See enclosure (5) for a sample file plan format.

(2) Special provisions shall be established to manage commands' permanent records and other records important to Navy Medicine having long-term permanent worth because of continuing administrative, legal, scientific, or historical value. This function shall be overseen by the RMC. These files may include vital records as defined by reference (d); records on hold or frozen by RMPO notification; command policy documents; documents signed by, for, or by direction of the commander; and other records specified by command policy. These records shall be managed to comply with this instruction and cited higher authority guidance.

e. Filing Procedures for Electronic Records. Electronic records (e-records) such as e-mail, word processing documents, spreadsheets, and Power Point presentations shall be filed. Until an eRMSA package is fully operational within Navy Medicine, BUMED activities' e-records shall be stored and filed in the activity's hardcopy filing systems pending final disposition per reference (d), Part III, and reference (e), and this instruction. Alternatively, e-records may be managed in an electronic format in a structured local repository; however, any records deleted from the electronic system must be printed and stored. All classified e-records shall be filed in compliance with reference (g). In all cases the permanent deletion of e-records when not printed and filed must meet the disposition guidance contained in reference (d), Part III. Once an eRMSA package, certified compliant with reference (b), is selected and fielded by Navy Medicine CIO, the system will become the Navy Medicine standard and the only authorized repository for the storage of electronic records. The eRMSA package will provide the capability to store e-mail messages and other approved electronic files with their appropriate meta data to facilitate research and discovery. The eRMSA package will support records categorization by SSIC and electronic filing and management through final disposition to include transfer to National Archives and Records Administration (NARA). It should be noted that e-mail is releasable under references (h) and (i), legal, and court orders and require filing until no longer needed for these purposes.

f. Retention and Disposal. Reference (d) provides specific and mandatory guidance on the retention and disposition requirement for each type of record used within DON. Disposition is divided into two categories.

(1) Permanent Records. All records identified in reference (d) as permanent will be transferred to NARA when no longer needed for administrative, legal, or fiscal purposes. The specific retention period before transfer is normally specified in the record's retention standard. At the time of acceptance by NARA, ownership is transferred from Navy Medicine to NARA. NARA can accept permanent records in paper or electronic media.

(2) Temporary Records. Temporary records must be retained for the period specified in reference (c) and then destroyed/deleted. Temporary records with retention periods greater than 3 years may be retired to Federal Records Centers (FRC).

g. Records Removal. Removal of official records from BUMED activities is not permissible by any individual for any reason. They may remove personal files at their discretion without RMC notification. Extra copies of official records may be removed for conduct of official command business with the approval of the RMC.

h. Personal Record or Papers. Retained personal records (not Federal Records) must be clearly marked "Personal Papers" and kept separate from official records. Additional guidance is contained in reference (d), Part I, paragraph 14.

i. Reference Materials. Reference materials may be maintained either as a paper record or electronically, provided the stored material is retrievable until no longer required for reference.

j. Backup Files. Electronic records backup files are for disaster recovery and not to be used as backup storage to locate records deleted from active electronic systems. Navy Medicine CIO shall establish policy and procedures for the development, maintenance, storage, and disposal of backup media.

k. Vital Records. Each BUMED activity will develop a file plan that identifies records that are necessary for the activity to accomplish mission essential functions without unacceptable interruption during a national security emergency or other emergency or disaster and also protects the legal and financial rights of Navy Medicine and of individuals directly affected by its activity. Reference (d), Appendix H contains additional guidance.

l. Records Freezes and Holds (e.g., Preservation Orders, Freedom of Information and or Privacy Act Requests). Regardless of the retention standards established by reference (d), Part III, records pertaining to unsettled claims for or against the Federal government, current or pending litigations, preservation orders, Freedom of Information and/or Privacy Act requests, audit agency exceptions, or incomplete investigations shall not be dispositioned. The records must be retained until the litigation or action is settled, the investigation is completed, the

preservation order is lifted, or the exception is cleared. RMPO shall oversee and coordinate this process throughout Navy Medicine with guidance from BUMED Office of Medical-Legal Affairs, M09B9. These records shall not be dispositioned by RMCs without written approval from RMPO and M09B9 concurrence. Records frozen or on hold shall be segregated and retained in command central files office until RMPO notification. Compliance action taken by activities with these records will be confirmed in writing to RMPO.

m. Facsimile Transmission Records. Section E of reference (f) provides information on the use of facsimiles. Facsimiles that meet the definition of a record are managed in conformance with reference (d).

n. Personal Data. With the rise in identify theft, all persons having Federal records containing personal data (name, SSN, home address, date and place of birth, etc.) must exercise due caution to ensure that this information is protected. Personal data is subject to protection and must be marked as "FOR OFFICIAL USE ONLY (FOUO) – PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." See reference (i) for additional information concerning protection and destruction.

o. Protected Health Information (PHI). Navy Medicine activities shall ensure that PHI is protected in compliance with reference (j). This requirement includes the provision of awareness, training, and education to all personnel including contractors.

6. Forms. The following General Services Administration form, SF 135 (07/1985), Records Transmittal and Receipt, is available electronically at: http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF.

7. Access to References

a. Access to the SECNAV instructions mentioned in this instruction is available on the Web at the Department of the Navy Issuances https://doni.daps.dla.mil/default.aspx.

b. Access to DOD directives in this instruction is available on the Web at http://www.dtic.mil/whs/directives/.

A. M. Robinson, Jr.
A. M. ROBINSON, JR.

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ENTERPRISE RESPONSIBILITIES

Navy Medicine personnel shall comply with the records management requirements in this instruction and comply with the specific duties in this enclosure as applicable. RMCs shall manage the execution of the responsibilities of personnel within their area of responsibility (AOR).

1. Director, Secretariat (BUMED, M09B3) shall:

a. Serve as Navy Medicine RMPO and develop and issue program policy and procedure guidance, effect oversight, and ensure compliance with references (a) through (j) and this instruction.

b. Ensure that Navy Medicine activities and personnel are familiar with the requirements of RMP and comply with its intent.

c. Chair the Navy Medicine Records Management Committee responsible for Navy Medicine policy development. This committee will include HQ's code and Regional command representation.

2. Regional Commanders are responsible for compliance with references (a) through (j) and this instruction and implementation of RMP requirements at the Region level and direction, coordination, and oversight of these requirements throughout their AOR. They shall:

a. Appoint the RMC in writing to manage the Regional command RMP and as lead records manager for the Region's AOR. The RMC shall coordinate program execution with RMPO and provide direction and oversight to subordinate activities' RMCs to ensure their programs comply with this instruction and higher authority guidance. A sample RMP appointment letter is at enclosure (6). The regional RMP will maintain a file copy of subordinate activities' appointment letters.

b. Identify all file plans maintained within the AOR. Records that meet the definition of Federal record in reference (a) will be managed in accordance with references (b) through (j) and this instruction. Enclosure (5) will be used to create and document file plans. File plans shall be established for all centralized or decentralized records systems with appropriate disposition instructions for all records, regardless of media, per reference (d). The RMC shall approve all plans and maintain a file-copy.

c. Determine the form that official electronic records will be maintained for its life cycle; i.e., paper, tape, CD, OD or other format and establish procedures for identifying, cataloging, and labeling electronic records when they are created.

d. Specify the method of implementing controls over classified, sensitive, proprietary, and Privacy Act records stored and used electronically per references (g), (h), and (i).

e. Ensure that filing and retrieval systems consistent with this instruction and reference (e) are established.

f. Ensure PHI is protected throughout the AOR in compliance with reference (j). This requirement includes the provision of awareness, training, and education to all personnel including contractors.

g. Ensure annual training requirements per reference (c) are accomplished throughout the AOR. The Web-based training course is available on Navy Knowledge Online (NKO) at www.nko.navy.mil. Select Navy E-Learning, Browse Categories, US Department of Navy, DON E-business Training, and "Records Management in the DON: Everyone's Responsibility."

h. Ensure the Security Officer provides technical guidance to RMC for issues pertaining to the proper classification and management of classified and sensitive records and implementing the provisions of the mandatory declassification program directed by reference (g) at the Region.

3. Commanders, Commanding Officers, and Officers-in-Charge are responsible for compliance with references (a) through (j) and this instruction and implementation of RMP requirements within their command and direction, coordination, and oversight of these requirements throughout their AOR. They shall:

a. Appoint an RMC in writing to manage the command's RMP and as lead records manager for the command's AOR to coordinate program execution with the Regional RMC, and provide direction and oversight to department heads and clinics to ensure compliance with this instruction and higher authority guidance. A sample RMP appointment order is at enclosure (6). A copy of the appointment letter shall be provided to the regional RMC.

b. Identify all file plans maintained within the AOR. Records that meet the definition of Federal record in reference (a) shall be managed in accordance with references (b) through (j) and this instruction. Enclosure (5) shall be used to create and document file plans. File plans shall be established for all centralized or decentralized records systems with appropriate disposition instructions for all records, regardless of media, per reference (d). The RMC shall approve all plans and maintain a file copy.

c. Determine the form that official electronic records will be maintained for its life cycle; i.e., paper, tape, CD, OD or other format and establish procedures for identifying, cataloging, and labeling electronic records when they are created.

d. Specify the method of implementing controls over classified, sensitive, proprietary, and Privacy Act records stored and used electronically per references (g), (h), and (i).

e. Ensure that a filing and retrieval system consistent with this instruction and reference (e) are established.

f. Ensure PHI is protected throughout the command's AOR in compliance with reference (j). This requirement includes the provision of awareness, training, and education to all personnel including contractors.

g. Ensure annual training requirement per reference (c) is accomplished throughout the AOR. The Web-based training course is available on Navy Knowledge Online (NKO) at www.nko.navy.mil. Select Navy E-Learning, Browse Categories, US Department of Navy, DON E-business Training, and "Records Management in the DON: Everyone's Responsibility."

h. Ensure the Security Officer provides technical guidance to RMC for issues pertaining to the proper classification and management of classified and sensitive records and implementing the provisions of the mandatory declassification program directed by reference (g).

4. BUMED Director for Administration (M09B1) is responsible for compliance with references (a) through (j) and this instruction and implementation of RMP requirements at BUMED and direction, coordination, and oversight of these requirements within the individual HQ codes. M09B1 shall:

a. Appoint the HQ RMC in writing as the command's lead records manager to execute HQ program implementation, provide direction and oversight to all BUMED codes to ensure compliance with this instruction and higher authority guidance, coordinate the appointment of code RMCs in writing, and coordinate the HQ RMP with code RMCs. A sample RMP appointment order is at enclosure (6). The HQ RMC will maintain a file copy of each code's appointment letters. The HQ RMC shall also serve as the RMC for M09B.

b. Identify all files maintained within HQ. Records that meet the definition of Federal record in reference (a) will be managed in accordance with references (b) through (j) and this instruction. Enclosure (5) will be used to create and document all file plans. File plans shall be established for all centralized or decentralized records systems with appropriate disposition instructions for all records, regardless of media, per reference (d). The RMC shall approve all plans and maintain a file copy.

c. Determine the form that official electronic records will be maintained for its life cycle; i.e., paper, tape, CD, OD, or other format and establish procedures for identifying, cataloging, and labeling electronic records when they are created.

d. Specify the method of implementing controls over classified, sensitive, proprietary, and Privacy Act records stored and used electronically per references (g), (h), and (i).

e. Ensure that a filing and retrieval systems consistent with this instruction and reference (e) are established.

f. Ensure PHI is protected throughout HQ in compliance with reference (j). This requirement includes the provision of awareness, training, and education to all personnel including contractors.

g. Ensure annual training requirement per reference (c) is accomplished throughout the AOR. The Web-based training course is available on Navy Knowledge Online (NKO) at www.nko.navy.mil. Select Navy E-Learning, Browse Categories, US Department of Navy, DON E-business Training, and "Records Management in the DON: Everyone's Responsibility."

h. Ensure the Security Officer provides technical guidance to RMC for issues pertaining to the proper classification and management of classified and sensitive records and implementing the provisions of the mandatory declassification program directed by reference (g).

5. Office of Medical-Legal Affairs (M09B9). HQ Medical-Legal Affairs shall advise the RMPO on all legal aspects of the RMP and this instruction and provide legal assistance on the administrative responses to judicial correspondence and orders for expungements and or amendments to records, motions for discovery, preservation orders, records freezes/holds, or other legal actions or issues pertaining to the RMP.

6. Office of Information (M09B6). Navy Medicine Command Information Officer shall:

a. Coordinate with RMPO and M8 to acquire approved software to establish the enterprise eRMSA solution for Navy Medicine electronic records that meet the requirements of reference (b) to include defining the training of all personnel in eRMSA. Oversee the deployment of the eRMSA throughout Navy Medicine. Coordinate with RMPO to revise this instruction to issue guidance for the selection/deployment of eRMSA and the enterprise electronic record archiving requirements.

b. Ensure that application developers and system administrators include records management plans and procedures that comply with this instruction and higher authority guidance in all electronic record systems development. Electronic records meeting the Federal record definition should be migrated to the eRMSA when a current electronic information system is terminated.

c. Develop and issue policy guidance for Navy Medicine to ensure PHI is protected throughout the enterprise in compliance with reference (j). This requirement includes the provision of awareness, training, and education to all personnel including contractors.

d. Provide technical assistance to the RMPO to ensure Navy Medicine complies with the electronic Freedom of Information Act requirements.

e. Include the RMPO in the planning of new or revision of existing electronic records systems to ensure that records management issues are properly addressed and that Federal records are properly managed throughout their life cycle.

f. Establish policy and procedures for the development, maintenance, storage, and disposition of backup media. Backup files are for disaster recovery of electronic records and not backup storage for electronic systems.

7. Security Officer (SO), M09B13, shall provide technical guidance to RMPO for issues pertaining to the proper classification and management of classified and sensitive records and the provisions of the mandatory declassification program directed by reference (g). SO shall also provide technical guidance to RMC for issues pertaining to the proper classification and management of classified and sensitive records and implementing the provisions of the mandatory declassification program directed by reference (g) at BUMED HQ.

8. BUMED RMPO shall:

a. Develop policy, procedure, and guidelines to implement references (a) through (j) and ensure their application as they apply to RMP for Navy Medicine. Coordinate closely with Office of Medical-Legal Affairs (M09B9) on all records management issues to ensure that they conform with Federal law/regulation and DON policy.

b. Serve as the principal adviser to Chief, BUMED and senior staff on all RMP issues.

c. Advise CIO on matters related to RMP. Advise systems development personnel on the requirement for integration of RMP requirements during electronic system development phase. The objective is to ensure electronic records systems incorporate solutions for the effective and efficient management of electronic records. Advise CIO on the acquisition of the enterprise eRMSA solution to meet the requirements of reference (b).

d. Issue program policy and procedure guidance, effect oversight, and ensure compliance with the requirements of the DON RMP throughout Navy Medicine. Ensure that Navy Medicine records are managed with the disposition schedules contained in reference (d) and take action to recommend new or revised retention standards when a record category is not covered.

e. Assess the status of Navy Medicine RMP every three years and effect corrective action to include survey and appraisal of the operations of records holding areas throughout Navy Medicine. Ensure records transfer, retirement, and retrieval with Federal Records Centers, NARA offices, and NARA Headquarters are accomplished according to the records retention standards and transfer procedures of reference (d).

f. Maintain liaison and coordination with Secretary of the Navy's Director of Records and Navy Records Manager (DNS-5), and NARA Headquarters.

g. Advise the BUMED Security Officer in the development of a HQ program to reduce classified records holdings to the absolute minimum required consistent with the provisions of reference (d), Part III and the provisions of reference (g).

h. Ensure PHI protection is incorporated in all RMP policies, procedures, and guidelines issued to enable compliance with reference (j). This requirement includes the provision of awareness, training, and education to all personnel including contractors.

i. Monitor the accomplishment of annual training requirement by Regional commanders per reference (c) throughout Navy Medicine and take remedial action as necessary.

j. Oversee Directives and Forms Branch (M09B31) personnel activity with the assignment of SSIC numbers, retention schedules, and disposition issues for BUMED directives and forms and reports management. This includes all higher authority issuances sponsored by BUMED.

k. Represent BUMED to DOD, DON, NARA, and other agencies concerning policy development and execution of RPM issues.

l. Ensure that RMCs receive training to accomplish their responsibilities per reference (c). Familiarization training of enclosures (3), (5), and (7) shall be included. Enclosure (7) provides guidance for completing SF-135.

m. Coordinate records freezes and holds throughout Navy Medicine with consultation from BUMED Office of Medical-Legal Affairs, M09B9. Shall provide written notification to the component activities for disposition guidance with M09B9 concurrence.

9. Records Management Coordinators (HQ/Regions/Field) shall execute the following within their activity/AOR:

a. Regional and field RMCs shall support responsibilities of command leadership specified in paragraphs 2 and 3 above, respectively.

b. Ensure compliance with references (b) through (j) and this instruction and implementation, direction, coordination, and oversight of RMP requirements throughout their AOR.

c. Establish centralized or decentralized filing and retrieval systems consistent with this instruction and higher authority requirements, including command central files offices as necessary. The RMC shall approve the design of all filing and retrieval systems to optimize mission attainment.

d. Ensure isolation and security of command permanent records and other records significant to Navy Medicine having long term / permanent value because of continuing administrative, legal, scientific, or historical importance. This may be accomplished as a centralized or decentralized function.

e. Develop file plans using guidelines provided in this instruction and reference (e). RMCs shall also approve file plans for each code/department/office and maintain a consolidated command file plan. See enclosure (5) for a sample file plan format.

f. Ensure personnel comply with the filing procedures detailed in enclosure (3) to standardize effective and efficient document construction and management.

g. Coordinate and perform records transfer, retirement, and retrieval with Federal Records Centers, local NARA offices, and NARA Headquarters per reference (d) and this instruction within the activity/AOR utilizing enclosure (7) to complete SF-135. Provide technical advice and assistance to codes/departments/offices in preparing records for transfer.

h. Execute guidance from RMPO and Regional RMC, respectively, and coordinate on all matters related to the proper management of Navy Medicine records. Exceptions to stated policy will be reported to RMPO via Regional RMCs.

i. Report alternative retention and disposition requirements to RMPO via the chain of command by naval letter and assist the RMPO in preparing new or changing DON disposal guidance per reference (d).

j. Notify the RMPO via the chain of command by naval letter when unscheduled records are located and ensure that the records are not destroyed pending receipt of proper authority from NARA.

k. Ensure records that have exceeded their retention period; i.e., aged-out, at the end of the fiscal year or calendar year are purged as prescribed in reference (d) and this instruction. Purging may commence no earlier than the beginning of the month following the FY or CY after the records have aged-out.

l. Comply with record freeze/hold notifications as directed by RMPO. These records shall not be dispositioned without official written notification from RMPO with M09B9 concurrence. Records frozen or on hold shall be segregated and retained until RMPO notification. Compliance action taken by activities with these records shall be confirmed in writing to RMPO.

m. Ensure PHI is protected throughout the command's AOR in compliance with reference (j). This requirement includes the provision of awareness, training, and education to all personnel including contractors.

n. Ensure annual training requirement per reference (c) is accomplished. The Web-based training course is available on Navy Knowledge Online (NKO) at www.nko.navy.mil. Select Navy E-Learning, Browse Categories, US Department of Navy, DON E-business Training, and "Records Management in the DON: Everyone's Responsibility."

o. Coordinate with SO for the technical guidance required to ensure proper classification and management of classified and sensitive records and to apply the provisions of the mandatory declassification program directed by reference (g).

10. Medical Inspector General (M00IG) shall develop RPM inspection criteria to identify the level of compliance and noncompliance with this instruction and report the adequacy of policy and procedure at all echelons of Navy Medicine.

11. Navy Medicine personnel shall familiarize themselves with and follow the provisions of this instruction.

GLOSSARY

1. Cut Off/File Break. This refers to the termination of a file at regular intervals to allow continuous disposal or transfer of file series. File cut off periods are normally by calendar or fiscal year. "Cut off" is sometimes referred to as "file break."

2. Documentary Materials. A collective term for Federal records, non-records materials, and personal papers that includes all media containing recorded information whatever the method or circumstance of recording. Federal records may be created on any physical media. The method of recording information may be manual, mechanical, photographic, electronic, or any combination of these or other technologies.

3. National Archives and Records Administration (NARA). The organization or agency responsible for appraising, accessioning, preserving, and making available permanent records. NARA is responsible for implementing records management laws within the Federal government.

4. Non-Record Materials. Information and documents not meeting the definition of a "Federal record" are called "non-record materials." This includes federally owned materials that are:

a. Not created or received under Federal law or in connection with government business.

b. Not preserved or considered appropriate for preservation because they lack evidence of agency or component activities or information of value.

c. Extra copies of documents kept only for convenience or reference.

5. Permanent Records. Any record with enduring value of a historical, research, legal, scientific, or cultural nature, and that documents primary missions, functions, responsibilities, or significant experiences and accomplishments.

6. Personal Record or Papers. These are materials belonging to an individual that are not used to conduct agency business. They are related solely to an individual's own affairs or are used exclusively for that individual's convenience. Correspondence designated "personal" or "private," but relevant to the conduct of public business is an official record and must be managed in accordance with this instruction.

7. Record. According to references (a) and (c) the term "record" includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristic, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the

Government or because of the informational value of data in them. In short a "record" is any document or material made or received in the course of government business, which is or should be kept either as evidence of the conduct of business or because it contains valuable information. The electronic format has no bearing on whether the information is a record.

8. Records Management. Includes planning, controlling, directing, organizing, training, promoting, and managing activities involving information requirements, records creation, records maintenance and use, records preservation, and records disposition of all Federal agency records.

9. Standard Subject Identification Code (SSIC). A method for categorizing and subject classifying Navy and Marine Corps information that ensures documents are filed consistently and can be retrieved quickly. A SSIC is a four or five digit number that categorizes the subject of a document. Per reference (e) a SSIC is required on all DON records including, but not limited to, letters, messages, directives, forms and reports. The SSIC is to be used in conjunction with reference (d), which describes specific DON records and provides disposition schedules for them.

10. Temporary Records. Any record that does not qualify as permanent. Most files fall under this category. Examples include leave applications, Equal Employment Opportunity Program files, personnel files, general correspondence, security logs, etc.

11. Vital Records. These are records essential to the continued functioning or reconstitution of an organization during and after an emergency and also those records essential to protecting the rights and interests of the organization and of the individuals directly affected by its activities. Vital records include both emergency operating and rights-and-interest records. These records are considered part of an agency's continuity of operations plan.

FILING SYSTEM GUIDELINES

1. Filing Procedures

a. Maintaining information. Effective files maintenance and reference procedures are essential to document Navy Medicine's official business. This enclosure contains procedures for maintaining enterprise records.

b. Inspecting records. Prior to filing, inspect the document to ensure all actions have been completed and eliminate unnecessary attached material, (such as used envelopes, routing slips with no essential information and extra copies.) Identify incomplete actions to ensure that they are followed up and that the file will not be prematurely cut off. When action is complete, but essential documentation is missing, obtain the missing documents. If unsuccessful, note the action taken to obtain the missing documents and file it with the incomplete action.

c. Assembling and Fastening Records

(1) Remove any cover sheets, such as classified, before filing unless records are in a suspense file or when documents are placed in file containers pending completion of the action.

(2) Staple documents if possible. Other fasteners may be used when there are too many papers for stapling or physical characteristics prohibit stapling.

d. Marking the file number. As specified in reference (e), the author adds the file number (i.e., SSIC number and paragraph number) when creating a document, or places the file number along the right-hand edge of documents not identified with a file number at the time of creation. When the physical characteristics of a document make it self-identifying for filing purposes, posting the file number to the document is unnecessary.

e. Use of guides and folders.

(1) Use guides to divide files and to identify subdivisions for easier filing and retrieval.

(2) Use folders to consolidate, retrieve, and protect the records.

(3) Stamp the file folder with the classification per reference (g).

f. Arrangement of files. The filing arrangements described below are authorized for subdividing records under a file number and for the arrangement of records within the file folder. They may also be used for TOP SECRET records.

(1) Date arrangement. Arrange records chronologically in the folder.

(2) Simple number arrangement. Arrange records in simple numerical sequence, such as unit designation or project number.

(3) Alphabetical arrangement. Arrange records by subject and name.

(a) Subject. Use subject titles arranged alphabetically.

(b) Name. Arrange by the names of persons, places, or organizations. This is mainly used in personnel records. The following are examples of arrangements by name.

(4) Arrangement restrictions. Records not covered by a Privacy Act system notice will not be arranged to permit retrieval by personal identifier. Records covered by system notices published in the DON website Privacy Act Online (http://privacy.navy.mil/noticenumber/index.html) may be arranged for retrieval by personal identifier. Privacy Act Online contains system notices prepared according to the Privacy Act and published in the Federal Register.

g. Classified documents. File classified documents and unclassified documents in separate containers. There are two exceptions. First, documents may be stored together when the record of an action consists of both classified and unclassified documents and reference purposes require that both be filed together. Second, classified and unclassified documents may be stored in the same security container when a small volume of classified material is on hand and it is advantageous to use otherwise empty space for unclassified material. However, the classified material will be separated from the unclassified material by guide cards or by placement in separate drawers. Reference (g) provides additional guidance for filing classified records.

h. Suspense files. Suspense files are used as reminders that an action is required by a given date. File numbers need not be used on file folders or containers in which suspense documents are kept. Some samples of suspense files are as follows:

(1) A note to submit a report or to take some other action. The note would be destroyed after the report is submitted or the action is taken.

(2) An outgoing communication filed by the date on which a reply is expected. When the reply is received, the communication is withdrawn and filed (if it is the record copy) or destroyed (if it is an extra copy).

2. Labeling Procedures

a. File numbers. The file numbers listed in reference (d) identify documents for filing, reference, and legal disposition authority.

b. Labeling

(1) Label all folders and containers used to store official records.

(2) Labels will include the file number, file title, and the disposition instructions. Include the year of accumulation when a file is cut off after a time period. Do not include the year on a file with an event disposition or on the "ACTIVE" folder of a time-event file.

(3) Enter the file number and file title on the label as they appear in reference (d), Part III. For the title of a file label, any abbreviation that will be understood by the custodian of the file may be used. For the disposition instructions, use abbreviations listed below. See figure 2-1 for sample label.

COFF - cutoff, cut off
Dest - destroy
FRC - Federal Records Center
PERM - permanent
PIF - place in inactive file
ROB - retain on board
Ret – retire
Trf - transfer
WNRC - Washington National Records Center

File #	File Title	Year of accumulation
12610.1	Time and Attendance	(98)
COFF 31 Dec 98, PIF, Dest Jan 04 (or After GAO audit, whichever is sooner)		
Disposition instructions		

Figure 2-1. Sample label showing the four elements of a file label.

(4) If there are several folders under one number, only the label on the first folder of the series must show all of the required label information. Labels on the other folders under the same file number will show the file number, a brief identification of material in the folder and (if applicable) the year of the file.

(5) When one or more file containers have records with the same file number, posting the file number and other information to each folder label or document is not required. The documents in files of this volume usually bear a distinctive identification (for example, the name on a personnel records jacket or financial data records folder, the number on a voucher, contract number, law enforcement and counterintelligence case files, and so forth). In these instances,

only the label on the first folder of the series and the label on the first container must show the required label information. Remaining folders ("dummy"), drawers, or other containers need only be identified by the title, number, or other feature identifying the contents. See figure 2-2.

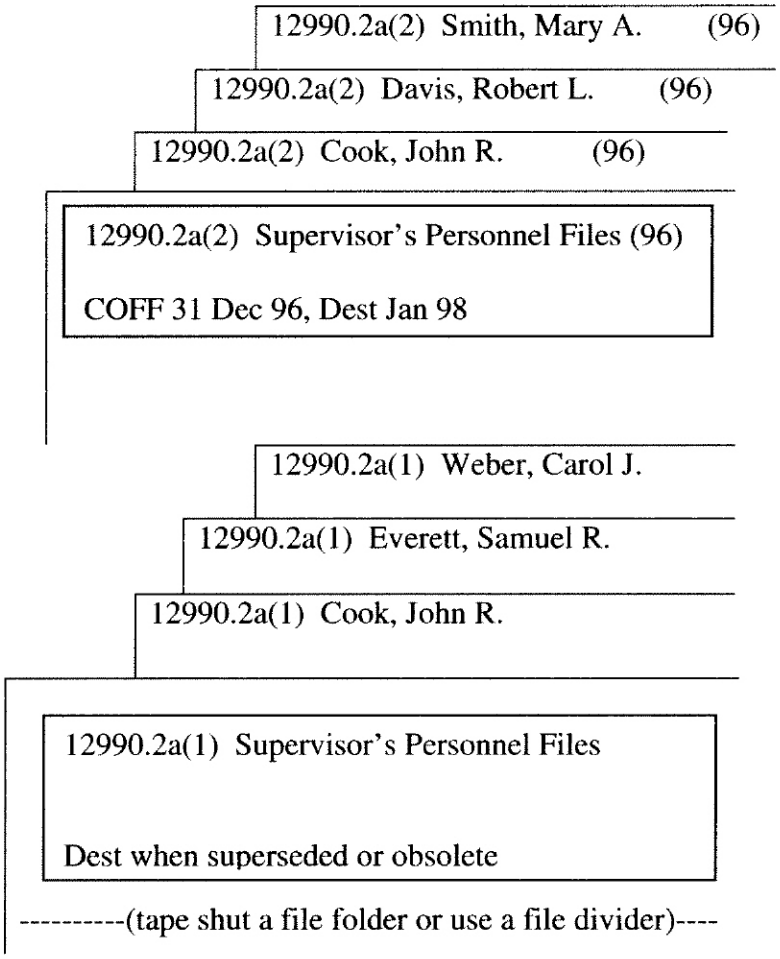

Figure 2-2. Sample label entries and use of "dummy" folder

(6) No disposition is shown on labels for containers with two or more record series because it varies among the several record series stored in the container. See figure 2-3 for sample labels. The label entry for containers with only one record series, and holding all of that record series, is identical to the folder label. The label entries for containers with only part of one record series show which part of the records are stored within the container. In figure 2-3, the "(A thru L)" and "(M thru Z)" represent an alphabetical file arrangement. If files are identified numerically use numbers instead of letters.

12290-12990.2a(1) (98)

Sample label entry for container with two or or more record series.

5580.4a(1) Criminal Investigative (98) ACTIVE COFF as case closure, ret to NCIS

Sample label entry for container with only one record series.

5580.4a(1) Criminal Investigative (98) Reports (A thru L) INACTIVE COFF 31 Dec 98, Dest Jan 00

5580.4a(1) Criminal Investigative (98) Reports (M thru Z) INACTIVE COFF 31 Dec 98, Dest Jan 00

Sample label entries for containers with only part of one record series.

Figure 2-3. Sample file container labels

3. Applying Disposition Instructions

a. Disposition standards

(1) For most records the file disposition gives only the generic retention period (that is, destroy after 2 years, destroy after 5 years, permanent, and so forth). In dispositions like these, use table 3-1 to determine and apply the exact cut off, transfer, retirement, and disposition dates.

(2) For some records the file disposition also gives specific instructions for cut off, transfer, retirement, or establishment of inactive files, for example, "Permanent. Place in inactive folder (PIF) on completion of next inspection and cut off at the end of that year." In this example, the file remains among the currently used office files for however long it takes for the next inspection to occur. When the next inspection does occur, the file gains definite disposition instructions. At the end of the year in which the inspection occurred, the file is separated from the active files or "cut-off" and placed in a folder with the appropriate "permanent" disposition instructions on the label. This record will be transferred to the FRC after the proper period of time. See paragraph 3c(1) for more information on "time-event" dispositions.

b. Files cut off. Files with permanent retention or retention of a specific number of years are cut off at the end of the year in which action on the record has been completed. The retention period does not begin until the records have been cut off. Files with a continuing type of disposition, such as "Destroy when no longer needed for current operations," are not cut off.

Review them annually, and remove and destroy individuals records within such files when no longer needed.

c. Disposition instructions. There are three types of disposition instructions based on "time," "event," and "time-event."

(1) With a "time" disposition, a record is cut off at the end of the month for a 30-day disposition, at the end of the quarter for a 3-month disposition, semiannually for a 6-month disposition, or at the end of the year for a 1-year or more disposition, held for the specified period, and then destroyed. All such records which accumulate during the course of the year in which the files are developed are cut off at the end of the month, quarter, or year, and then the specified retention period begins.

(2) With an "event" disposition, the record is destroyed upon or immediately after the specified event occurs. There is no waiting period as with the time disposition. As an example, consider the disposition instruction "Destroy after all corrections have been made and processed." When all corrections have been made and processed, remove the document from the file and destroy it. The disposition on the file label would read, "Destroy when all corrections have been made and processed."

(3) With a combination "time-event" disposition, a record is disposed of a certain period of time after an event takes place.

(a) This disposition requires the creation of two folders, ACTIVE and INACTIVE. The ACTIVE folder label does not show a year of accumulation, because it contains (in the example given above) all records of a case that has not yet been completed. It is in the "event" phase of the disposition, and it may be several years before the case is completed. Once a case is completed, the information is moved to the INACTIVE folder. This folder label does show a year of accumulation, because the information is now in the "time" phase of the disposition. The INACTIVE folder need not be created until the "event" phase of the disposition has occurred and the "time" phase is starting.

(b) The event is the trigger that causes the record to become inactive. It is then cut off at the end of that year, held for the specified time period, then disposed of. For example, with the disposition instruction "Destroy 2 years after close of case," the record will remain in an ACTIVE file until the case is closed. At that time, move it from the ACTIVE to the INACTIVE file. The entire INACTIVE file will be cut off at the end of the year, held for 2 years, then destroyed. The ACTIVE file label would read, "ACTIVE. PIF on close of case." The disposition on the inactive label will read, "INACTIVE. COFF 31 Dec 99, Dest Jan 02."

(4) See table 3-1 for examples of disposition and label entries.

d. Deviations from disposition instructions. The Archivist of the United States must approve deviations from disposition instructions provided in reference (d). Letter requests for deviations will be sent by field activities via their Region to RMPO at BUMED. RMPO will evaluate the request to determine whether an exception is appropriate or whether the disposition instructions in the applicable file number should be changed. RMPO will forward valid requests to CNO (DNS-5). RMC requests will include the following:

(1) The file number and a brief description of the records involved.

(2) Justification, consisting of evidence of specific need for the records and information on their continuing administrative, legal, or fiscal value to the United States Government.

(3) The physical location of the records, including information on whether the records have been (or will be) transferred to a FRC.

e. Changes to retention periods. Frequently, retention periods change because of statutory, legal, financial, or administrative requirements. If a change increases the retention period, use the new retention period for all records, both active and inactive, under that file number. This applies no matter when the records were created or where they are maintained. If retention period is decreased or changed from permanent to a temporary period, apply the new schedule to all current records. In applying decreased retention schedules to inactive records, consider cost effectiveness and efficiency. If a decreased schedule would take a major effort to apply and storage space is not an issue, you may keep the records for the longer retention period.

f. Records disposal.

(1) Unclassified records authorized for destruction will be:

(a) Destroyed in accordance with local policy.

(b) For exposed photographs and certain microfilm that contains precious metals, dispose of under the DoD Precious Metals Recovery Program.

(2) Destroy FOUO records per reference (h) and classified records per reference (g).

Table 3-1 Disposition Standards.

	Abbreviated Disposition Instructions	Full Disposition Standard	Disposition Instructions on the File Lable
1	Destroy after 1 month	Cut off at the end of the month; retain on board (ROB) 1 month in the current files area; then destroy.	COFF 31 Jan 98, Dest Mar 98 COFF 28 Feb 98, Dest Apr 98 COFF 31 Mar 98, Dest May 98 COFF 31 Apr 98, Dest Jun 98
2	Destroy after 3 months	Cut off at the end of each quarter; ROB 3 months in the current files area: then destroy.	COFF 31 Mar 98, Dest Jul 98 COFF 28 Feb 98, Dest Apr 98 COFF 31 Mar 98, Dest May 98
3	Destroy after 6 months	Cut off twice a year, according to the CY or FY: ROB 6 months in the current files area; then destroy.	CY: COFF 30 Jun 98, Dest Jan 99 or COFF 31 Dec 98, Dest Jul 99 FY: COFF 31 Mar 98, Dest Oct 98 or COFF 30 Sep 98, Dest Apr 99
4	Destroy after 1 year	Cut off at the end of the CY or FY; ROB for 1 year in the current files area; then destroy.	CY: COFF 31 Dec 98, Dest Jan 00 FY: COFF 30 Sep 98, Dest Oct 99
5	Destroy after 2 years	Cut off at the end of the CY or FY; ROB for 2 years in the current files area; then destroy.	CY: COFF 31 Dec 98, Dest Jan 01 FY: COFF 30 Sept 98, Dest Oct 00
6	Destroy upon occurrence of a specific action or event	Destroy when superseded or obsolete. Destroy when no longer needed for current operations	Destroy when superseded or obsolete. Destroy when no longer needed for current operations.
7	Destroy a certain time period after occurrence of a specific action or event. (See note)	Destroy 2 years after transfer or separation of individual. Place in INACTIVE file on transfer or separation of individual; cut off INACTIVE file at end of year and ROB 2 years in current files area; then destroy	Example for a 2-year time-event file: ACTIVE: PIF after transfer or separation of individual INACTIVE: COFF 31 Dec 98, Dest 01
8	Destroy after 3 years	Cut off at the end of the CY or FY; ROB for 3 years in the current files area; then destroy.	Example for a 3-year file: CY: COFF 31 Dec 98, Dest Jan 02 FY: COFF 30 Sep 98, Dest Oct 01
9	Destroy after 5 or more years (but not PERMANENT records) **NOT SERVICED BY LOCAL STORAGE (LSA)**	Cut off at the end of the CY or FY; ROB for 2 years in the current files area; transfer to the servicing Federal Records Center (FRC), where the file will be held until the total retention period has expired, then destroy.	Example for a 5-year file: CY: COFF 31 Dec 98, Trf Washington National Records Center (WNRC) Jan 01, Dest Jan 04 FY: COFF 30 Sep 98, Trf WNRC Oct 01, Dest Oct 03
10	PERMANENT Not serviced by LSA.	Cut off at the end of the CY or FY; ROB for 2 years in the current files area; and then retire to the servicing FRC.	CY: COFF 31 Dec 98, Ret WNRC Jan 01, PERM FY: COFF 30 Sep 98, Ret WNRC (Oct 00, PERM
11	Destroy after 4, 5, 6, or 7 years Serviced by LSA.	Cut off at the end of the calendar or fiscal year; ROB for 3 years in the current files area; then retire to the LSA; hold until total retention period expires; then destroy.	Example for a 4-year file: CY: COFF 31 Dec 98, Ret LSA Jan 02, Dest JAN 04 FY: COFF 30 Sep 98, Ret LSA Oct 01, Dest Oct 03
12	Destroy after more than 7 years (but not PERMANENT records). Serviced by LSA.	Cut off at the end of the calendar or fiscal year; ROB for 3 years in the current files area; then retire to the LSA; hold for 1 year; then transfer to the servicing FRC, where they will be destroyed when the retention period expires.	Example for a 10-year file: CY: COFF 31 Dec 98,Ret LSA Jan 01, Trf WNRC Jan 02, Dest Jan 2009 FY: COFF 30 Sep 98, Ret LSA Oct 00, Trf WNRC Oct 01, Dest Oct 2008
13	PERMANENT Serviced by LSA.	Cut off at the end of the CY or FY; ROB for 2 years in the current files area; then retire to the LSA; hold for 1 year; then transfer to the servicing FRC.	CY: COFF 31 Dec 98, Ret LSA Jan 01, Trf WNRC Jan 02, PERM FY: COFF 30 Sep 98, Ret LSA Oct 00, Trf WNRC Oct 01, PERM

Note:
For disposition standard 7, apply appropriate standard in rules 8 through 13 if longer retention periods are specified.

4. Reference Procedures

a. Records retrieval. The procedures in this section are designed to provide rapid and efficient files reference services.

b. Submission of requests. Requests to charge out files shall be in memorandum format. The following information is needed to locate and charge-out material:

(1) SSIC and serial number identification of material and file classification number, if known.

(2) Name of writer (organization or individual).

(3) Date of the document (specific or approximate).

(4) Requester's name, organization, location, and telephone number.

c. Charge-out record. A charge-out record will be made and substituted for documents removed from a file for reference purposes.

Table 3-1
Disposition standards—Continued.

Notes:
1. For rule 7, apply appropriate standard in rules 8 through 13 if longer retention periods are specified.

4. Reference Procedures

a. Records retrieval

The procedures in this section are designed to provide rapid and efficient files reference services.

b. Submission of requests

Requests to charge out files may be in memorandum format or the form listed in paragraph 4-3, below. The following information is needed to locate and charge-out material:

(1) SSIC and serial number Identification of material and file classification number, if known.

(2) Name of writer (organization or individual).

(3) Date of the document (specific or approximate).

(4) Requester's name, organization, location, and telephone number.

c. Charge-out record

A charge-out record will be made and substituted for documents removed from a file for reference purposes.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
1001.3	RESERVE POLICIES AND PROGRAMS RECORDS. PAY AND NON-PAY NAVY RESERVE ORGANIZATION FILES	DESTROY WHEN 2 YEARS OLD
1010.1	INSPECTION RECORDS. INSPECTION REPORTS	DESTROY WHEN 2 YEARS OLD
1010.2	INSPECTION RECORDS. DORMITORY OR BARRACKS INSPECTION AND MAINTENANCE REPORTS	DESTROY WHEN 6 MONTHS OLDS
1020.1	UNIFORMS RECORDS. GENERALOR ALL OTHER CORRESPONDENCE.	DESTROY WHEN 2 YEARS OLD
1040.1	RETENTION/CAREER PLANNING RECORDS. SUPPORT DOCUMENTATION.	DESTROY WHEN 1 YEARS OLD
1050.1	LEAVE AND LIBERTY RECORDS. ORIGINAL LEAVE AUTHORIZATIONS	DESTROY WHEN 6 MONTHS OLD
1070.5	PERSONNEL RECORDS. TEMPORARY PERSONNEL FILES	DESTROY WHEN SMB TRANSFERS
1070.7	PERSONNEL RECORDS. PERSONNEL ROSTERS MAINTAINED BY PREPARING UNIT.	DESTROY WHEN SUPERSEDED OR OBSOLETE.
1080.4B	PERSONNEL ACCOUNTING RECORDS. MONTHLY ENLISTED DISTRUBUTION AND VERIFIVCATION. ACTIVITY'S COPY OF EVDR.	DESTROY WHEN 2 YEARS OLD
1160.1	ENLISTMENTS AND EXTENSION RECORDS. COPIES OF DAILY REPORTS OF ENLISTMENTS AND INDUCTIONS.	DESTROY WHEN 3 MONTHS OLD
1221.1	CLASSIFICATION CODES AND BILLET DESCRIPTIONS RECORDS. GENERAL CORRESPONDENCE.	DESTROY WHEN 2 YEARS OLD
1230.1	TESTING AND INTERVIEWING RECORDS. INTERVIEWERS APPRAISAL SHEETS	DESTROY AFTER SELECTION/NON SELECTION TO PROGRAM APPLIED
1300.1	GENERAL ASSIGNMENT AND DISTRIBUTION RECORDS. CORRESPONDENCE AND RELATED PAPERS.	DESTROY WHEN 2 YEARS OLD
1301.1a	OFFICER RECORDS. VERIFIED OR CORRECTED COPIES.	DESTROY WHEN 2 YEARS OLD
1306.1	ENLISTED ASSIGNMENT AND DISTRIBUTION RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1320.1	ORDERS TO PERSONNEL. OFFICER AND ENLISTED PERSONNEL.	DESTROY WHEN 2 YEARS OLD
1330.1	PERSONNEL RECORD REQUESTS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1331.1	OFFICER REQUEST RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1336.1	ENLISTED REQUEST RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1400.1	GENERAL PROMOTION AND ADVANCEMENT RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 6 MONTHS OLD
1401.1	SELECTION BOARDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1412.1	OFFICER QUALIFICATIONS RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1420	PROMOTION RECORDS. GENERAL CORRESPONDENCE FILES RELATING TO THE PROMOTION OF OFFICERS ON ACTIVE DUTY	DESTROY WHEN 2 YEARS OLD

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
1426.2d	PERMANENT PROMOTION RECORDS. ACCEPTANCES AND OATH OF OFFICE FOR ACTIVE DUTY AND INACTIVE DUTY OFFICERS. PREPARING ACTIVITIES COPIES.	DESTROY WHEN 2 YEARS OLD
1440.1	CHANGES IN RANK, RATE, OR RATING RECORDS. GENERAL CORRESPONDENCE FILES RELATING TO CHANGES IN RANK, RATE, OR RATING.	DESTROY WHEN 1 YEAR OLD
1450	REDUCTIONS IN RANK OR RATE	DESTROY WHEN 1 YEAR OLD
1510.1	ENLISTED TRAINING RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1520.1	OFFICER TRAINING RECORDS. ACTIVITIES' GENERAL CORRESPONDENCE RELATING TO OFFICER TRAINING	DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.
1552.1	TRAINING PUBLICATIONS RECORDS. ALL NAVY TRAINING PUBLICATIONS AND MANUALS.	PERMANENT, FORWARD ONE COPY OF EACH TO FRC WHEN NO LONGER NEEDED. TRANSFER TO NARA IN 5-YEAR BLOCKS.
1554.1	COMPUTER MANAGED INSTRUCTION RECORDS GENERAL CORRESPONDENCE FILES.	RETAIN ON BOARD. DESTROY WHEN 10 YEARS OLD OR NO LONGER REQUIRED.
1560.1	VOLUNTARY EDUCATION RECORDS. CORRESPONDENCE, REPORTS, AND OTHER RECORDS.	DESTROY WHEN 2 YEARS OLD
1601.1	DUTIES AND WATCH STANDING. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1571.1	ACTIVE DUTY FOR TRAINING RECORDS. REQUESTS FOR ACTIVE TRAINING DUTY FROM OFFICERS OR ENLISTED PERSONNEL AND RELATED CARD OR OTHER INCIDENTAL RECORDS.	DESTROY AFTER COMPLETION OF TRAINING
1610.1	PERFORMANCE AND CONDUCT RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD OR WHEN PURPOSE IS SERVED
1611.1	OFFICE PERFORMANCE AND CONDUCT RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1616.3c	ENLISTED PERFORMANCE AND CONDUCT RECORDS. ENLISTED EVALUATION REPORTS. ACTIVITY COPIES.	DESTROY WHEN 2 YEARS OLD
1620.1	DISCIPLINE RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY ON EXPIRATION, REVOCATION OR CANCELLATION
1640.1	CONFINEMENT RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1640.2	CONFINEMENT RECORDS. . CONFINEMENT RECORDS CASE FILES FOR COURTS MARTIAL PRISONERS AND CONFINEMENT IMPOSED BY NON-JUDICIAL PUNISHMENT	RETIRE TO FRC ATLANTA 2 YEARS AFTER RELEASE FROM CONFINEMENT.
1621.1	OFFICER DISCIPLINE RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1650.3a	DECORATIONS, MEDALS, AND AWARDS RECORDS. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY COMMANDS OR OTHERS UNDER AUTHORITY DELEGATED TO THEM. CASE FILES OF AWARDS OF MSM AND AIR MEDALS MAINTAINED BY CNO, CMC, AND FLEET COMMANDERS IN CHIEF.	RETIRE TO WNRC WHEN 3 YEARS OLD

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
1650.3b	DECORATIONS, MEDALS, AND AWARDS RECORDS. RECORDS OF CITATIONS, AWARDS, OR COMMENDATIONS AWARDED BY COMMANDS OR OTHERS UNDER AUTHORITY DELEGATED TO THEM. CASE FILES OF AWARDS OF NAVY AND MARINE CORPS CM, AM, AND PH MEDALS MAINTAINED BY CNO, CMC, FLEET COMMANDERS IN CHIEF, TYPE COMMANDERS, AND UNIT COMMANDINF OFFICERS.	RETIRE TO WNRC WHEN 2 YEARS OLD
1700.1	GENERAL MORALE AND PERSONAL AFFAIRS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 3 YEARS OLD
1710.1	RECREATION AND SOCIAL AFFAIRS RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1730.2	GENERAL CHAPLAINS AND RELIGIOUS AFFAIRS RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD
1771.1	CASUALTIES RECORDS. CORRESPONDENCE, MESSAGES, AND REPORTSPERTAINING TO PERSONNEL CASUALTY INCIDENTS.	TRANSFER TO WNRC WHEN 3 YEARS OLD.
1771.2	CASUALTIES RECORDS. ALPHABETICE CASULATY CARDS.	TRANSFER TO WNRC WHEN 3 YEARS OLD.
1800.1c	GENERAL RETIREMENT RECORDS. NAVAL HOME RECORDS. ADMISSION RECORD AND COMMAND LOG.	RETAIN ON BOARD. DESTROY INACTIVE FILES WHEN 5 YEARS OLD.
1810.1	REGULAR NONDISABILITY RETIREMENT RECORDS. CORRESPONDENCE FILES.	FILE ON MICROFICHE
1830	FLEET RESERVE RECORDS	FILE ON MICROFICHE
1850.1a, b, c, d, e,	DISABILITY RETIREMENT RECORDS. ORIGINAL DISABILITY EVALUATION PROCEEDINGS.	RETIRE TO WNRC, ETC.
2319.1	MESSAGE FORMATS AND PROCEDURES RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER REQUIRED, WHICHEVER IS EARLIER.
2320.1	GENERAL ROUTING DOCTRINE RECORDS. ACTIVITIES GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD.
2320.2	GENERAL ROUTINE DOCTRINE RECORDS. PUBLICATIONS AND INSTRUCTIONS.	DESTROY WHEN SUPERSEDED, CANCELLED OR NO LONGER NEEDED FOR REFERENCE, UNLESS OTHERWISE DIRECTED.
2340.1	GENERAL ADDRESS DESIGNATORS RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD.
2340.2	GENERAL ADDRESS DESIGNATORS RECORDS. PUBLICATIONS AND INSTRUCTIONS.	DESTROY WHEN SUPERSEDED, CANCELLED OR NO LONGER NEEDED, UNLESS OTHERWISE DIRECTED BY APPLICABLE REGULATIONS.
2341	PLAD RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD.
2342.1a	AIGS/CADS/GENERAL MESSAGE RECORDS. GENERAL CORRESPONDENCE FILES. CADS	DESTROY WHEN 1 YEAR OLD.
2342.1b	AIGS/CADS/GENERAL MESSAGE RECORDS. GENERAL CORRESPONDENCE FILES. AIGS AND AND GENERAL MESSAGES.	DESTROY WHEN 1 YEAR OLD.
2343.1	ROUTING INDICATOR RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 1 YEAR OLD.
2344.1	INTERNATIONAL CALL SIGNS RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 3 YEARS OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
2345.1	VOICE CALL SIGNS RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 3 YEARS OLD.
3590.1	COMPETITION AND AWARDS RECORDS. RECORDS, INCLUDING REPORTS, RELATING TO TRAINING AND READINESS COMPETITIONS AND AWARDS.	DESTROY WHEN 2 YEARS OLD.
4000.2	GENERAL LOGISTICS RECORDS. ACTIVITIES GENERAL CORRESPONDENCE FILES	DESTROY WHEN 2 YEARS OLD.
4000.3	GENERAL LOGISTICS RECORDS. LOGISTICAL REPORTS	DESTROY WHEN 2 YEARS OLD.
4000.4	GENERAL LOGISTICS RECORDS. BIOMEDICAL AND FACILTIES SYSTEM	4000.4(D) DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE.
4001.1	GIFTS TO NAVAL ESTABLISHMENT RECORDS. PRIMARY PROGRAM RECORDS	PERMANENT. RETIRE TO WNRC WHEN 4 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD.
4060.1a	PERSONAL SERVICES RECORDS. GENERAL CORRESPONDENCE FILES. NAVY.	DESTROY WHEN 2 YEARS OLD.
4060.2	PERSONAL SERVICES RECORDS. FINIANCIAL & OTHER RECORDS OF PERSONAL SERVICE ACTIVITIES OPERATED WITH NONAPPROPRIATED FUNDS.	APPLY APPROPRIATE SUBSECTION OF SSIC 7010.
4061.1b	MESSES AND CAFETERIA RECORDS. ACTIVITIES' RATION AND SUBSISTENCE REPORTS. ASHORE ACTIVITIES.	DESTROY WHEN 2 YEARS OLD.
4061.2	MESSES AND CAFETERIA RECORDS. REFERENCE FILES.	DESTROY WHEN SUPERSEDED, CANCELLED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.
4061.3a	MESSES AND CAFETERIA RECORDS. RECIPE AND MENU PRICING SYSTEM. MASTER FILE AND HISTORICAL TAPES.	DESTROY AFTER THIRD SYSTEM BACKUP.
4061.3b	MESSES AND CAFETERIA RECORDS. RECIPE AND MENU PRICING SYSTEM. INPUT DATA TAPES AND PAPER RECORD.	DESTROY WHEN NO LONGER REQUIRED.
4061.3c	MESSES AND CAFETERIA RECORDS. RECIPE AND MENU PRICING SYSTEM. OUTPUT DATA & REPORTS-COM & PAPER.	DESTROY WHEN NO LONGER REQUIRED FOR REFERENCE.
4064.1	LAUNDRY RECORDS. RECORDS OF LAUNDRY AND DRY CLEANING ESTABLISHMENT OPERATED W/ APPROPRIATED OR NONAPPROPRIATED FUNDS.	DESTROY WHEN 2 YEARS OLD.
4081.1	LOGISTICS SUPPORT PLANS AND POLICIES RECORDS. LOGISTICS SUPPORT PLANS AND POLICIES RECORDS	DESTROY WHEN CANCELLED OR SUPERSEDED.
4100.1	CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS. COPIES OF REPORTS SUBMITTED TO HIGHER AUTHORITY	DESTROY WHEN 2 YEARS OLD.
4100.2	CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS. RESOURCE PROGRAM RECORDS SUBMITTED TO HIGHER AUTHORITY	DESTROY WHEN 2 YEARS OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
4100.3	CONSERVATION AND UTILIZATION OF MATERIAL AND RESOURCES (INCLUDE BASIC MATERIALS) RECORDS. ENERGY CONSERVATION FILES	DESTROY WHEN SUPERSEDED OF CANCELLED.
4110.1	INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS. GENERAL CORRESPONDENCE FILES & REPORTS	DESTROY WHEN 2 YEARS OLD.
4110.2	INTEGRATED MATERIAL MANAGEMENT (IMM) RECORDS. HISTORY DATA RECORDS AND CARDS	DESTROY WHEN SUPERSEDED,CANCELLED, OR NO LONGER NEEDED FOR COORDINATION OR REFERENCE
4200.1a(1)	GENERAL CONTRACTING RECORDS. CONTRACTING RECORDS. GENERAL CORRESPONDENCE FILES. DOCUMENTS IN THE CONTRACTOR GENERAL FILE PERTAINING TO THE CONTRACTOR AND NOT RELATING TO ANY SPECIFIC CONTRACT	DESTROY WHEN 2 YEARS OLD.
4200.1a(2)	GENERAL CONTRACTING RECORDS. CONTRACTING RECORDS. GENERAL CORRESPONDENCE FILES. ROUTINE DOCUMENTS WHICH PERTAIN TO SPECIFIC CONTRACTS.	DESTROY WHEN 2 YEARS OLD.
4200.1a(3)	GENERAL CONTRACTING RECORDS. CONTRACTING RECORDS. GENERAL CORRESPONDENCE FILES. DOCUMENTS NOT ROUTINE IN NATURE, WHICH PERTAIN TO SPECIFIC CONTRACTS	DESTROY WHEN 2 YEARS OLD.
4200.1b(1)(a)	GENERAL CONTRACTING RECORDS. CONTRACTING RECORDS. ROUTINE PROCUREMENT FILES. PROCUREMENT OR PURCHASE ORGANIZATION COPY AND RELATED PAPERS. TRANSACTIONS OF MORE THAN $25,000 AND ALL CONSTRUCTION EXCEEDING $2,000. EXCLUDE TRANSACTIONS CONTAINING INDEMNIFICATION PROVISIONS.	DESTROY 6 YEARS AND 3 MONTHS AFTER PAYMENT.
4200.1e	GENERAL CONTRACTING RECORDS. CONTRACTING RECORDS. CONTRACT APPEALS CASE FILES	DESTROY 10 YEARS AFTER FINAL ACTION OR DECISION
4400.2a	GENERAL SUPPLY/MATERIAL RECORDS. REPORTS, DATA, AND PAPERS. SUPPLY ACTIVITY OR OFFICE COPIES	DESTROY WHEN 2 YEARS OLD.
4400.2c	GENERAL SUPPLY/MATERIAL RECORDS. REPORTS, DATA, AND PAPERS. COPIES USED AS WORKING PAPERS OR MAINTAINED FOR INFORMATION	DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE PURPOSES
4400.5	GENERAL SUPPLY/MATERIAL RECORDS. IDENTIFICATION FILES	DESTROY WHEN SUPERSEDED, CANCELLED, OBSOLETE, OR 2 YEARS AFTER DATE OF LIST.
4424.1	MATERIAL OBLIGATION VALIDATION (MOV) RECORDS. MATERIAL OBLIGATION VALIDATION (MOV) REQUESTS AND CONTROL CARDS WITH SUPPORTING DOCUMENTATION RELATED TO THE VERIFICATION OF CONTINUING NEED FOR MATERIAL ORDERED.	DESTROY 1 YEAR AFTER CANCELLATION OR COMPLETION OF REQUISITION.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
4430.1a	MATERIAL RECEIPT RECORDS. MATERIAL RECEIPT AND EXPENDITURE INVOICES, TOGETHER WITH SUPPORTING CORRESPONDENCE AND PAPERS, INVOLVED IN THE TRANSFER OF MATERIAL. PROOF OF DELIVERY OR RECEIPT OF FILES	DESTROY WHEN 2 YEARS OLD.
4430.2	MATERIAL RECEIPT RECORDS. MATERIAL ACCEPTABILITY OR RECEIPT INSPECTION REPORTS	DESTROY WHEN 1 YEAR OLD OR CORRECTIVE OR OTHER ACTION HAS BEEN TAKEN, WHICHEVER IS LATER.
4430.3	MATERIAL RECEIPT RECORDS. MATERIAL RECEIPT CONTROL FILES	DESTROY UPON RECEIPT OF MATERIAL, COMPLETION OR CANCELLATION OR REQUISITION, OR RECEIPT OF NOTICE OF SHIPMENTS, WHICHEVER IS EARLIER.
4442.1	SUPPLY LEVELS RECORDS. CRITICAL ITEMS LISTING	DESTROY WHEN 3 MONTHS OLD OR ACTION HAS BEEN TAKEN.
4442.2	SUPPLY LEVELS RECORDS. REPORTS OF CRITICAL STOCK LEVELS (BALANCES)	DESTROY WHEN 3 MONTHS OLD OR ACTION HAS BEEN TAKEN.
4443.1	FINANCIAL INVENTORY CONTROL RECORDS. SUMMARY REPORTS OF MONTHLY, QUARTERLY, OR OTHER PERIODIC FINANCIAL INVENTORIES AND RELATED CORRESPONDENCE	DESTROY WHEN 2 YEARS OLD.
4443.2	FINANCIAL INVENTORY CONTROL RECORDS. PRICE ADJUSTMENT FORMS	DESTROY WHEN 1 YEAR OLD.
4443.3	FINANCIAL INVENTORY CONTROL RECORDS. ITEM PRICE CARDS	DESTROY WHEN CANCELLED OR OBSOLETE.
4443.4	FINANCIAL INVENTORY CONTROL RECORDS. FINANCIAL DETAIL CARDS OR TAPE RECORDS	DESTROY WHEN 6 MONTHS OLD.
4490.1	MATERIAL REQUIREMENTS, ADVANCE PLANNING, RECORDS. MATERIALS (SUPPLY) REQUIREMENTS ESTIMATE FILES.	DESTROY WHEN 1 YEAR OLD OR SUPERSEDED, WHICHEVER IS LATER.
4491.1	REQUISITIONS AND OTHER MATERIAL OR SERVICE REQUEST RECORDS. REQUISITION FILES	DESTROY WHEN 1 YEAR OLD OR FILLED, WHICHEVER IS LATER.
4491.2	REQUISITIONS AND OTHER MATERIAL OR SERVICE REQUEST RECORDS. WORK AUTHORIZATION (JOB OR WORK ORDER) FILES	DESTROY WHEN 1 YEAR OLD OR FILLED, WHICHEVER IS LATER.
4491.3	REQUISITIONS AND OTHER MATERIAL OR SERVICE REQUEST RECORDS. REQUISITION OR ORDER LOGS	DESTROY WHEN 1 YEAR OLD.
4570.1	EXCESS AND SURPLUS PROPERTY RECORDS. CORRESPONDENCE AND RELATED PAPERS	DESTROY WHEN 2 YEARS OLD.
4570.2	EXCESS AND SURPLUS PROPERTY RECORDS. REPORTS OF EXCESS AND SURPLUS PROPERTY	DESTROY 1 YEAR AFTER FINAL ACTION HAS BEEN TAKEN.
4610.1a	SHIPMENTS (CARGO AND FREIGHT) RECORDS. RECORDS RELATING TO SHIPMENT (TRANSPORTATION) BY COMMERCIAL CARRRIER. ISSUING OFFICE MEMORANDUM COPIES.	DESTROY WHEN 3 YEARS OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
4610.1c	SHIPMENTS (CARGO AND FREIGHT) RECORDS. RECORDS RELATING TO SHIPMENT (TRANSPORTATION) BY COMMERCIAL CARRRIER. REGISTERS AND CONTROL RECORDS.	DESTROY WHEN 3 YEARS OLD.
4610.2a	SHIPMENTS (CARGO AND FREIGHT) RECORDS. SHIPMENT (TRANSPORTATION) BY GOVERNMENT CARRIER RECORDS. ISSUING OFFICE MEMORANDUM COPIES.	DESTROY WHEN 3 YEARS OLD
4610.2c	SHIPMENTS (CARGO AND FREIGHT) RECORDS. SHIPMENT (TRANSPORTATION) BY GOVERNMENT CARRIER RECORDS. REGISTERS AND CONTROL RECORDS.	DESTROY WHEN 3 YEARS OLD.
4610.3	SHIPMENTS (CARGO AND FREIGHT) RECORDS. COPIES OF SHIPMENT REPORTS AND RELATED PAPERS SUBMITTED OR SUMMARIZED TO HIGHER AUTHORITY AND NOT SPECIFICALLY AUTHORIZED FOR OTHER DISPOSAL	DESTROY WHEN 2 YEARS OLD.
4650.1	PASSENGER TRANSPORTATION / TRAVEL RECORDS. ACTIVITIES GENERAL CORRESPONDENCE	DESTROY WHEN 3 YEARS OLD.
4650.3a	PASSENGER TRANSPORTATION / TRAVEL RECORDS. TRAVEL DOCUMENTS AND RECORDS. U. S. GOVERNMENT TRANSPORTATION REQUESTS (GTR'S, SGTR'S AGTR FILES), MEAL TICKETS (MT'S), AND TRAVELOPES.	DESTROY WHEN 3 YEARS OLD.
4650.3b	PASSENGER TRANSPORTATION / TRAVEL RECORDS. TRAVEL DOCUMENTS AND RECORDS. TRAVEL AND ACCOMMODATIONS ARRANGENMENTS.	DESTROY WHEN 3 YEARS OLD.
4650.3c(1)	PASSENGER TRANSPORTATION / TRAVEL RECORDS. TRAVEL DOCUMENTS AND RECORDS. TRAVEL EXPENSE CLAIMS AND VOUCHERS. TRAVEL ADMINISTRATIVE OFFICE FILES.	DESTROY WHEN 3 YEARS OLD.
4650.3d	PASSENGER TRANSPORTATION / TRAVEL RECORDS. TRAVEL DOCUMENTS AND RECORDS. PASSPORTS.	DESTROY WHEN 3 YEARS OLD.
4650.3e	PASSENGER TRANSPORTATION / TRAVEL RECORDS. TRAVEL DOCUMENTS AND RECORDS. AREA CLEARANCES FOR OVERSEAS TRAVEL	AFTER TRAVEL COMPLETION
4750.1	UPKEEP RECORDS. EQUIPMENT UPKEEP AND PREVENTIVE MAINTENANCE RECORDS.	DESTROY UPON COMPLETION OF NEXT PERIODIC MAINTENANCE SERVICE OR INSPECTION.
4832.1	CONTROLLED AND UNCONTROLLED MATERIALS ALLOCATION RECORDS. CONTROLLED, UNCONTROLLED, AND CRITICAL MATERIALS FILES	DESTROY WHEN 5 YEARS OLD.
4855.1	QUALITY ASSURANCE/CONTROL RECORDS. QUALITY ASSURANCE AND CONTROL RECORDS	DESTROY 2 YEARS OLD.
4950.3	TRAINING RECORDS. CORRESPONDENCE FILES ON FMTS	DESTROY 1 YEAR OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
4950.4	TRAINING RECORDS. MEDICAL RECORDS OF FMT'S	APPLY APPROPRIATE 6000 SERIES AUTHORITY. REFER QUESTIONABLE CASES TO NETSAFA.
5000.2	GENERAL ADMINISTRATION AND MANAGEMENT. ACTIVITIES ADMINISTRATIVE OPERATIONS FILES.	DESTROY WHEN 2 YEARS OLD.
5000.3	GENERAL ADMINISTRATION AND MANAGEMENT. ROUTINE CORRESPONDENCE.	DESTROY WHEN 3 MONTHS OLD.
5000.4	GENERAL ADMINISTRATION AND MANAGEMENT. ACKNOWLEDGEMENTS AND TRANSMITTALS OF INQUIRIES OR REQUESTS THAT HAVE BEEN REFERRED ELSEWHERE FOR REPLY.	DESTROY WHEN 3 MONTHS OLD.
5000.5	GENERAL ADMINISTRATION AND MANAGEMENT. CHRONOLOGICAL (DAY) OR READING FILES.	DESTROY WHEN 3 MONTHS OLD.
5000.6	GENERAL ADMINISTRATION AND MANAGEMENT. LOCAL ROUTINE CONTROL RECORDS NOT SPECIFICALLY AUTHORIZED FOR OTHER DISPOSAL.	DESTROY WHEN WORK IS COMPLETED OR WHEN NO LONGER NEEDED FOR OPERATING PURPOSES.
5000.7	GENERAL ADMINISTRATION AND MANAGEMENT. MATERIAL OF A GENERAL INFORMATIONAL NATURE NOT REQUIRING ACTION BY THE RECEIVING ACTIVITY OR OFFICE AND NOT AFFECTING THE PROCEDURES OR POLICIES OF THE RECEIVING ACTIVITY OR OFFICE.	DESTROY WHEN COMPLETION OF ROUTING.
5000.8	GENERAL ADMINISTRATION AND MANAGEMENT. POLICY, PROCEDURES AND PRECEDENT REFERENCE FILES.	DESTROY WHEN ORGANIZATIONAL UNIT IS DISESTABLISHED OR DOCUMENTS BECOME OBSOLETE OR ARE NO LONGER NEEDED FOR OPERATION OR REFERENCE.
5000.11a	GENERAL ADMINISTRATION AND MANAGEMENT. ADDITIONAL DUTY DESIGNATION RECORDS. WHEN FILED SEPARATELY.	DESTROY ON EXPIRATION, REVOCATION, OR SUPERSESSION OF DESIGNATION.
5000.11b	GENERAL ADMINISTRATION AND MANAGEMENT. ADDITIONAL DUTY DESIGNATION RECORDS. WHEN FILED IN PERSONNEL FOLDER.	FOLLOW DISPOSITION OF PERSONNEL RECORDS. SEE SSIC 1070 (FOR MILITARY PERSONNEL) AND 12993 AND 12990 (FOR CIVLIAN PERSONNEL) AS APPROPRIATE.
5000.12a(1)	GENERAL ADMINISTRATION AND MANAGEMENT. ADMINISTRATIVE AGREEMENT RECORDS. OFFICE REQUESTING SUPPORT AND OFFICES PROVIDING SUPPORT. UNDERSTANDINGS AND AGREEMENTS INVOLVING TRANSFER OF PERSONNEL BILLETS AND MATERIAL.	RETAIN ONBOARD. DESTROY 6 YEARS AFTER SUPERSESSION, CANCELLATION, OR TERMINATION OF THE UNDERSTANDING OR AGREEMENT.
5000.12a(2)	GENERAL ADMINISTRATION AND MANAGEMENT.ADMINISTRATIVE AGREEMENT RECORDS. OFFICE REQUESTING SUPPORT AND OFFICES PROVIDING SUPPORT. UNDERSTANDINGS AND AGREEMENTS NOT INVOLVING TRANSFER OF PERSONNEL BILLETS AND MATERIAL.	DESTROY 3 YEARS AFTER SUPERSESSION, CANCELLATION, OR TERMINATION OF THE AGREEMENT. (N1-NU-01-4)
5040.3e	NAVAL COMMAND INSPECTION PROGRAM. SURVEY AND INSPECTION REPORTS FILES. OTHER ACTIVITIES' REPORT FILES.	DESTROY WHEN SUPERSEDED.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
5040.3e(1)	NAVAL COMMAND INSPECTION PROGRAM. SURVEY AND INSPECTION REPORTS FILES. OTHER ACTIVITIES' REPORT FILES. INFORMATIONAL MATERIAL, CHECK LISTS, AND WORKING PAPERS SUMMARIZED IN FINAL REPORTS.	DESTROY WHEN PURPOSE IS SERVED.
5040.3e(2)	NAVAL COMMAND INSPECTION PROGRAM. SURVEY AND INSPECTION REPORTS FILES. OTHER ACTIVITIES' REPORT FILES. ALL OTHER ACTIVITIES REPORT FILES.	DESTROY WHEN SUPERSEDED.
5041.6a	INSPECTOR GENERAL INVESTIGATIONS/INSPECTIONS OTHER DON IG INVESTIGATING FILES. 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, SECNAV M-5210.1, DECEMBER 2005, PAGES III-5-4 AND III-5-5.
5050.1a	MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS RECORDS. MINUTES AND REPORTS OF MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS. (NC1-NU-81-1). OFFICIAL RECORD COPIES.	DESTROY WITH RELATED FUNCTIONAL SUBJECT MATTER FILES.
5050.1b	MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS RECORDS. MINUTES AND REPORTS OF MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS. (NC1-NU-81-1). OFFICIAL RECORD COPIES OF PROCEEDINGS OF A ROUTINE NATURE.	DESTROY WHEN 6 MONTHS OLD.
5050.1c	MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS RECORDS. MINUTES AND REPORTS OF MEETINGS, CONFERENCES, CONVENTIONS, AND VISITS. (NC1-NU-81-1). ALL OTHER COPIES.	DESTROY WHEN PURPOSE IS SERVED.
5060.1	HONORS AND CEREMONIES RECORDS. GENERAL CORRESPONDENCE CONCERNING HONORS AND CEREMONIES.	DESTROY WHEN 2 YEARS OLD.
5061.1a	PUBLIC SERVICE AWARDS RECORDS. GENERAL AWARDS RECORDS. CASE FILES.	DESTROY 2 YEARS AFTER APPROVAL OR DISAPPROVAL.
5061.1b	PUBLIC SERVICE AWARDS RECORDS. GENERAL AWARDS RECORDS. CORRESPONDENCE OR MEMORANDA.	DESTROY WHEN 2 YEARS OLD.
5061.2	PUBLIC SERVICE AWARDS RECORDS. LENGTH OF SERVICE AND SICK LEAVE AWARDS FILE.	DESTROY WHEN 1 YEAR OLD.
5061.3	PUBLIC SERVICE AWARDS RECORDS. LETTERS OF COMMENDATION AND APPRECIATION.	DESTROY WHEN 2 YEARS OLD.
5061.4	PUBLIC SERVICE AWARDS RECORDS. LIST OR INDEXES TO AGENCY AWARD. NOMINATIONS.	DESTROY WHEN SUPERSEDED OR OBSOLETE.
5061.5	PUBLIC SERVICE AWARDS RECORDS. DEPARTMENTAL LEVEL AWARD FILES.	PERMANENT. TRANSFER TO FRC WHEN 4 YEARS OLD. OFFER TO NARA WHEN 20 YEARS OLD.
5100.1	SAFETY AND OCCUPATIONAL HEALTH RECORDS. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES AND OTHER ORGANIZATIONAL UNITS CONCERNED WITH SAFETY MATTERS RELATING TO CIVILIAN AND MILITARY PERSONNEL.	DESTROY WHEN 2 YEARS OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
5200.1	GENERAL MANAGEMENT PROGRAMS AND TECHNIQUE RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD.
5200.2a	GENERAL MANAGEMENT PROGRAMS AND TECHNIQUE RECORDS. WORKING PAPERS. FINAL ACTION ON REPORT COMPLETED.	DESTROY 6 MONTHS AFTER FINAL ACTION.
5200.2b	GENERAL MANAGEMENT PROGRAMS AND TECHNIQUE RECORDS. WORKING PAPERS. NO ACTION RESULTED ON REPORT.	DESTROY 3 YEARS AFTER COMPLETION OF THE REPORT.
5210.1b	RECORDS MANAGEMENT PROGRAM RECORDS. FILES PERTAINING TO PROGRAMS, PLANS, POLICIES, AND PROCEDURES FOR MANAGING AND IMPROVING RECORDS MANAGEMENT. ALL OTHER COMMANDS/ACTIVITIES FILES.	DESTROY WHEN PROGRAM IS CANCELLED, SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE.
5215.1c	ISSUANCE SYSTEMS (INCLUDING DIRECTIVES) RECORDS. DIRECTIVE FILES. ALL OTHER COMMANDS/ACTIVITIES.	DESTROY WHEN SUPERSEDED, CANCELLED OR NO LONGER NEEDED FOR REFERENCE.
5216	CORRESPONDENCE MANAGEMENT RECORDS. FILES CONSISTING OF POLICIES AND PROCEDURES PERTAINING TO CORRESPONDENCE MANAGEMENT.	DESTROY WHEN CANCELLED OR SUPERSEDED.
5305.1	INCENTIVE AWARDS (MILITARY/CIVILIAN) RECORDS. REPORTS PERTAINING TO THE INCENTIVE AWARD PROGRAM.	DESTROY WHEN 3 YEARS OLD.
5320.1c	ORGANIZATIONAL MANNING AND BILLETS RECORDS. COMPLEMENT AND ALLOWANCE RECORDS FOR MILITARY PERSONNEL, INCLUDING MARINE CORPS TABLES OF ORGANIZATIONS (T/OS). ALL OTHER FILES.	DESTROY WHEN 2 YEARS OLD OR SUPERSEDED, WHICHEVER IS EARLIER.
5354.1	EQUAL OPPORTUNITY RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD.
5354.2	EQUAL OPPORTUNITY RECORDS. REPORTS, COMPLAINTS, AND INVESTIGATIONS.	RETIRE TO NEAREST FRC UPON FINAL RESOLUTION OF THE CASE OR INCIDENT, DESTROY 3 YEARS AFTER RETIREMENT.
5370.1	STANDARDS OF CONDUCT RECORDS. STANDARD OF CONDUCT.	DESTROY AFTER THE NEXT PERIODIC APPLICATION OF THE PROCEDURES, 1 YEAR AFTER OBSOLESCENCE OF THE PROCEDURE, OR ON DISCONTINUANCE OF THE OFFICE, WHICHEVER IS EARLIER.
5400.1c	GENERAL ORGANIZATIONS, FUNCTIONS, AND STATUS RECORDS. ORGANIZATIONAL AND FUNCTIONAL CHARTS, MANUALS, OR OTHER RECORDS DEPICTING THE INTERNAL ORGANIZATIONS, RELATIONSHIPS, FUNCTIONS, AND STATUS OF NAVAL ACTIVITIES AND OFFICES AND CHANGES. OTHER ACTIVITIES AND OFFICES.	FILE ONE COPY OF EACH WITH ACTIVITY'S GENERAL CORRESPONDENCE (PROGRAM) FILES. DISPOSE OF WITH CORRESPONDENCE FILES IN ACCORDANCE WITH APPROPRIATE FUNCTIONAL SUBJECT SERIES THROUGHOUT THIS MANUAL.
5400.2	GENERAL ORGANIZATIONS, FUNCTIONS, AND STATUS RECORDS. ORGANIZATION, FUNCTIONS, AND STATUS REFERENCE FILES.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR ACTIVITY IS DISESTABLISHED.
5401.1	ORGANIZATIONAL CONCEPTS AND PRINCIPLES RECORDS. INSTRUCTIONS, ORDERS, AND CORRESPONDENCE.	PERMANENT. RETIRE TO WNRC WHEN 4 YEARS OLD. TRANSFER TO NARA IN 5-YEAR BLOCKS WHEN 20 YEARS OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
5402.1a	DELEGATION/SUCCESSION OF AUTHORITY RECORDS. INSTRUCTIONS, ORDERS, AND CORRESPONDENCE. THOSE DOCUMENTS WHICH DELEGATE COMMAND RESPONSIBILITIES TO SUBORDINATE STAFFS OR NAVAL COMMANDERS FOR ACTION AND CONTROL.	DESTROY WHEN 4 YEARS OLD.
5402.1b	DELEGATION/SUCCESSION OF AUTHORITY RECORDS. INSTRUCTIONS, ORDERS, AND CORRESPONDENCE. THOSE DOCUMENTS THAT ESTABLISH THE CHAIN OF SUCCESSION AT ALL LEVELS. OTHER ACTIVITIES AND OFFICERS. 1 COPY.	FILE ONE COPY OF EACH WITH ACTIVITY'S GENERAL CORRESPONDENCE PROGRAM FILES. DISPOSE OF WITH CORRESPONDENCE FILES.
5450.1	SHORE ESTABLISHMENT RECORDS. ORGANIZATIONAL AND FUNCTIONAL CHARTS, MANUALS, OR OTHER RECORDS.	DESTROY WHEN SUPERSEDED, CANCELLED, OR NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS EARLIER.
5450.2	SHORE ESTABLISHMENT RECORDS. ORGANIZATIONAL BACKGROUND.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.
5450.3	SHORE ESTABLISHMENT RECORDS. INSPECTION AND AUDIT REPORTS OR REVIEWS OF COMMANDS AND ACTIVITIES BASED ASHORE.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE
5900.1	GENERAL OFFICE SERVICES RECORDS. GENERAL CORRESPONDENCE FILES OF OFFICES AND UNITS RESPONSIBLE FOR THE PERFORMANCE OF OFFICE OR ADMINISTRATIVE SERVICES.	DESTROY WHEN 2 YEARS OLD.
5900.2	GENERAL OFFICE SERVICES RECORDS. ADMINISTRATIVE OR OFFICE SERVICE COPIES OR REQUESTS OR REQUISITIONS FOR OFFICE EQUIPMENT AND SUPPLIES.	DESTROY WHEN 6 MONTHS OLD AFTER REQUESTS IS FILLED OR CANCELLED.
5900.3	GENERAL OFFICE SERVICES RECORDS. RECORDS RELATING TO THE ROUTINE REVIEW OF REQUESTS FOR OFFICE EQUIPMENT, EQUIPMENT REQUIREMENT AND JUSTIFICATION RECORDS, AND MACHINE UTILIZATION REPORTS.	DESTROY WHEN 2 YEARS OLD.
5900.4a	GENERAL OFFICE SERVICES RECORDS. OFFICE (TELEPHONE) DIRECTORIES OR OTHER SIMILAR PERSONNEL LISTINGS. OFFICIAL RECORD COPIES. (1 COPY EACH). NAVY ACTIVITIES.	DESTROY WITH GENERAL CORRESPONDENCE FILES.
5900.4b	GENERAL OFFICE SERVICES RECORDS. OFFICE (TELEPHONE) DIRECTORIES OR OTHER SIMILAR PERSONNEL LISTINGS. REPRODUCTIVE MASTER OR WORKING COPIES.	DESTROY WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS EARLIER.
5910.1a	SPACE (REQUIREMENTS/ALLOCATIONS) RECORDS. RECORDS RELATING TO REQUIREMENTS FOR AND UTILIZATION AND RELEASE OF SPACES. (SEE ALSO SSIC 5900, PARA. 1). BUILDING PLANS FILES.	APPLY SSIC 11012, PARA. 1
5910.1b(1)	SPACE (REQUIREMENTS/ALLOCATIONS) RECORDS. RECORDS RELATING TO REQUIREMENTS FOR AND UTILIZATION AND RELEASE OF SPACES. (SEE ALSO SSIC 5900, PARA. 1). SPACE HOLDINGS AND REQUIREMENTS REPORTS SUBMITTED TO HIGHER AUTHORITY OR TO OTHER COGNIZANT AUTHORITY. FEEDER REPORTS AND RELATED WORKING PAPERS.	DESTROY WHEN 1 YEAR OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
5910.1b(2)	SPACE (REQUIREMENTS/ALLOCATIONS) RECORDS. RECORDS RELATING TO REQUIREMENTS FOR AND UTILIZATION AND RELEASE OF SPACES. (SEE ALSO SSIC 5900, PARA. 1). SPACE HOLDINGS AND REQUIREMENTS REPORTS SUBMITTED TO HIGHER AUTHORITY OR TO OTHER COGNIZANT AUTHORITY. ALL OTHER FILES.	DESTROY WHEN 2 YEARS OLD.
7000.2a	GENERAL FINANCIAL MANAGEMENT RECORDS. FINANCIAL MANAGEMENT GENERAL CORRESPONDENCE. CORRESPONDENCE RELATING TO SPECIFIC FINANCIAL TRANSACTIONS	DESTROY IAW SSICS FOR SPECIFIC GENERAL CORRESPONDENCE FILES INCLUDED IN THIS CHAPTER. FOR GENERAL CORRESPONDENCE NOT COVERED BY ANOTHER SSIC, APPLY THE FOLLWING: DESTROY WHEN 4 YEARS OLD. EARLIER DISPOSAL IS AUTHORIZED IF RECORDS ARE NO LONGER NEEDED FOR CURRENT OPERATIONS.
7000.2b	GENERAL FINANCIAL MANAGEMENT RECORDS. FINANCIAL MANAGEMENT GENERAL CORRESPONDENCE. ROUTINE REQUEST FOR INFORMATION CONCERNING NAVY FINANCIAL POLICIES THAT DO NOT INVOLVE THE ESTABLISHMENT OF REVISION OF POLICY.	SAME AS ABOVE.
7000.2c	GENERAL FINANCIAL MANAGEMENT RECORDS. FINANCIAL MANAGEMENT GENERAL CORRESPONDENCE. COMMENTS ON DIRECTIVES, STUDIES, REPORTS, AND OTHER ISSUANCES ACCUMULATED BY OFFICES NOT RESPONSIBLE FOR THEIR PREPARATION.	SAME AS ABOVE.
7000.2e	GENERAL FINANCIAL MANAGEMENT RECORDS. FINANCIAL MANAGEMENT GENERAL CORRESPONDENCE. COPIES RETAINED BY PREPARING OFFICES OF REPORTS SUBMITTED TO HIGHER ECHELON OFFICES, WITH RELATED FEEDER MATERIAL AND BACKGROUND PAPERS, INCLUDING MANAGEMENT IMPROVEMENT REPORTS, COST REDUCTION REPORTS, AND COMPARABLE REPORTS.	SAME AS ABOVE.
7000.2g	GENERAL FINANCIAL MANAGEMENT RECORDS. FINANCIAL MANAGEMENT GENERAL CORRESPONDENCE. EXTRACTS OF REPORTS	SAME AS ABOVE.
7000.2h	GENERAL FINANCIAL MANAGEMENT RECORDS. FINANCIAL MANAGEMENT GENERAL CORRESPONDENCE. RECORDS RELATING TO ANY OTHER ASPECTS OF FINANCIAL ADMINISTRATION EXCLUSIVE OF RECORDS APPROPRIATE FOR FILING UNDER SSIC 7000.1	SAME AS ABOVE.
7000.5	GENERAL FINANCIAL MANAGEMENT RECORDS. INVESTIGATIVE REPORTS	DESTROY WHEN 10 YEARS OLD.
7010.6	NONAPPROPRIATED FUNDS RECORDS. RECREATION FUND AND MESSES AND CLUBS RECORDS	APPLY SSIC 7010.1-4, WHICHEVER IS APPROPRIATE.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
7040.1a	SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS. PROGRAM AND FINANCIAL CONTROLS FILES. ASSTSECNAV (FM&C) HEADQUARTERS (HQ) ANALYSES	CUT OFF AT END OF FISCAL YEAR. TRANSFER TO WNRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD.
7040.1b	SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS. PROGRAM AND FINANCIAL CONTROLS FILES. DATA AUTOMATION PLANNING AND OPERATION SUPPORT RECORDS	TRANSFER TO WNRC 1 YEAR AFTER SUPERSESSION. (IF RELATED TAPES ARE PERMANENT, RETAIN WITH TAPE.)
7040.1d	SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS. PROGRAM AND FINANCIAL CONTROLS FILES. DOCUMENTS USED TO PREPARE FISCAL REPORTS	DESTROY WHEN 3 YEARS OLD.
7041.1	MILITARY PERSONNEL RECORDS. DON MILITARY PERSONNEL RECORDS	PERMANENT. TRANSFER TO WNRC WHEN 10 YEARS OLD. OFFER TO NARA 10 YEARS AFTER TRANSFER
7041.2	MILITARY PERSONNEL RECORDS. WORKING PAPERS	DESTROY 1 YEAR AFTER THE CLOSE OF THE FISCAL YEAR COVERED BY THE BUDGET
7041.3	MILITARY PERSONNEL RECORDS. GENERAL CORRESPONDENCE FILES	DESTROY WHEN 3 YEARS OLD
7042.1	OPERATIONS AND MAINTENACE RECORDS. REVIEW, EVALUATION, AND RECOMMENDATION DOCUMENTS	PERMANENT. TRANSFER TO WNRC WHEN 10 YEARS OLD. OFFER TO NARA 10 YEARS AFTER TRANSFER
7042.3	OPERATIONS AND MAINTENACE RECORDS. CORRESPONDENCE (WORKING) FILES	DESTROY 1 YEAR AFTER THE CLOSE OF THE FISCAL YEAR COVERED BY THE BUDGET
7043.1	PROCUREMENT RECORDS. PROCUREMENT FILES. ASSTSECNAV (FM&C) CMC (P&R).	PERMANENT. TRANSFER TO WNRC WHEN 3 YEARS OLD. OFFER TO NARA WHEN 20 YEARS OLD.
7043.2	PROCUREMENT RECORDS. WORKING PAPERS.	DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED BY THE BUDGET.
7043.3	PROCUREMENT RECORDS. GENERAL CORRESPONDENCE	DESTROY WHEN 3 YEARS OLD
7044.1	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS. RESEARCH AND DEVELOPMENT (R&D) FILES. ASSTSECNAV (FM&C) CMC (P&R)	PERMANENT. TRANSFER TO WNRC WHEN 3 YEARS OLD. OFFER TO NARA WHEN 20 YEARS OLD.
7044.2	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS. WORKING PAPERS	DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED BY THE BUDGET.
7044.3	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS. GENERAL CORRESPONDENCE FILES	DESTROY WHEN 3 YEARS OLD.
7045.1	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS. FORMULATION AND PREPARATION RECORDS	DESTROY WHEN 15 YEARS OLD.
7045.2	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS. WORKING PAPERS	DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED BY THE BUDGET.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
7045.3	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS. GENERAL CORRESPONDENCE FILES	DESTROY WHEN 3 YEARS OLD.
7050.1	HOST-TENANT RELATIONSHIPS (INTRA-NAVY) RECORDS. BUDGET/FUNDING RECORDS	DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.
7100.1	GENERAL BUDGETING RECORDS. GENERAL CORRESPONDENCE FILES	DESTROY WHEN 2 YEARS OLD.
7100.2	GENERAL BUDGETING RECORDS. BUDGET BACKGROUND RECORDS	DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED BY THE BUDGET.
7100.3	GENERAL BUDGETING RECORDS. BUDGET REPORT FILES	
7100.3a	GENERAL BUDGETING RECORDS. BUDGET REPORT FILES. END OF FISCAL YEAR ANNUAL REPORT	DESTROY WHEN 5 YEARS OLD.
7100.3b	GENERAL BUDGETING RECORDS. BUDGET REPORT FILES. ALL OTHER REPORTS	DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR.
7101.1a	APPROPRIATION STRUCTURE AND LANGUAGE RECORDS. BUDGET GUIDANCE RECORDS. RECORD COPIES OF ISSUANCES WITH UPDATES, REVISIONS AND CHANGES MAINTAINED BY ASSTSECNAV (FM&C) CMC (P&R)	APPLY SSIC 7000.1A.
7101.1b	APPROPRIATION STRUCTURE AND LANGUAGE RECORDS. BUDGET GUIDANCE RECORDS. ALL OTHER COPIES	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.
7101.2a	APPROPRIATION STRUCTURE AND LANGUAGE RECORDS. APPROPRIATION LANGUAGE RECORDS. SUBMISSION TO OSD, WITH RELATED JUSTIFICATIONS ACCUMULATED BY ASSTSECNAV (FM&C)	PERMANENT. CUT-OFF WHEN NO LONGER NEEDED FOR REFERENCE. OFFER TO NARA IN 10-YEAR BLOCKS 20-30 YEARS AFTER CUT-OFF.
7101.2b	APPROPRIATION STRUCTURE AND LANGUAGE RECORDS. APPROPRIATION LANGUAGE RECORDS. ALL OTHER RECORDS, INCLUDING WORKING PAPERS	DESTROY WHEN NO LONGER NEEDED.
7110.1	BUDGET/ESTIMATES PREPARATION RECORDS. BUDGET WORKING PAPERS, COST INFORMATION, AND ROUGH DATA	DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR.
7110.2	BUDGET/ESTIMATES PREPARATION RECORDS. BUDGET ESTIMATE RECORDS.	
7110.2a	BUDGET/ESTIMATES PREPARATION RECORDS. BUDGET ESTIMATE RECORDS. CONSOLIDATED RECORDS OF THE OFFICE OF ASSTSECNAV (FM&C)	PERMANENT. TRANSFER TO WNRC WHEN 4 YEARS OLD. OFFER TO NARA WHEN 20 YEARS OLD.
7110.2b	BUDGET/ESTIMATES PREPARATION RECORDS. BUDGET ESTIMATE RECORDS. ALL OTHER BUDGET ESTIMATES AND JUSTIFICATIONS, WITH SUPPORTING PAPERS	DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED BY THE BUDGET.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
7110.3	BUDGET/ESTIMATES PREPARATION RECORDS. FIVE YEAR DEFENSE PROGRAM (FYDP) RECORDS.	
7110.3a	BUDGET/ESTIMATES PREPARATION RECORDS. FIVE YEAR DEFENSE PROGRAM (FYDP) RECORDS. GUIDANCE DOCUMENTS RECEIVED FROM OSD	DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED.
7110.3c	BUDGET/ESTIMATES PREPARATION RECORDS. FIVE YEAR DEFENSE PROGRAM (FYDP) RECORDS. FYDP MASTER OR HISTORICAL FILE	DESTROY PREVIOUS YEAR'S DATA AFTER OSD HAS CERTIFIED VALIDITY OF CURRENT YEAR'S DATA.
7110.3e	BUDGET/ESTIMATES PREPARATION RECORDS. FIVE YEAR DEFENSE PROGRAM (FYDP) RECORDS. SYSTEMS DOCUMENTATION	DESTROY IAW THE INSTRUCTIONS APPLICABLE TO THE RELATED FILE.
7110.4a(1)	BUDGET/ESTIMATES PREPARATION RECORDS. POMS AND RELATED RECORDS. RECORDS ACCUMULATED BY CNO AND HQMC OFFICES RESPONSIBLE FOR FINAL REVIEW AND SUBMISSION OF POMS. GUIDANCE DOCUMENTS RECEIVED FROM OSD.	DESTROY WHEN SUPERCEDED, OBSOLETE, OR NO LONGER NEEDED.
7110.4a(2)	BUDGET/ESTIMATES PREPARATION RECORDS. POMS AND RELATED RECORDS. 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 SUBMISSION; DON-PREPARED GUIDANCE DOCUMENTS.	PERMANENT. RETIRE TO TO WNRC WHEN 3 YEARS OLD. OFFER TO NARA IN 5-YEAR BLOCKS WHEN 20-25 YEARS OLD.
7130.1b	BUDGET EXECUTION RECORDS. GENERAL CORRESPONDENCE FILES. ACCUMULATED AT ALL OTHER COMMANDS.	DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED BY THE BUDGET.
7131.1b	APPORTIONMENT/ALLOCATIONS RECORDS. APPORTIONMENT AND REAPPORTIONMENT SCHEDULES (DD 1105). RECORDS CREATED AT OTHER ACTIVITIES	DESTROY AFTER EXPIRATION OF APPROPRIATION.
7132.1	FINANCIAL PLANS OPERATING BUDGETS RECORDS. OPERATING BUDGET AND FINANCIAL FUNDS	DESTROY WHEN 6 YEARS OLD.
7230.1	CIVILIAN PAY RECORDS. CIVILIAN PAYROLLS.	TRANSFER TO FRC WHEN 2 YEARS OLD. DESTROY 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED.
7240.1	PUBLIC VOUCHER RECORDS. PUBLIC VOUCHERS	DESTROY 3 YEARS AFTER THE PERIOD OF THE ACCOUNT.
7251.1a	SITE-SUITED RETURNS RECORDS. ACCOUNTABLE OFFICERS' FILES. ORIGINAL OF RIBBON COPY OF ACCOUNTING OFFICERS' ACCOUNTS	DESTROY 6 YEARS AND 3 MONTHS AFTER THE PERIOD OF THE ACCOUNT.
7251.2	SITE-SUITED RETURNS RECORDS. CIVILIAN PAY RECORDS	APPLY SSIC 7251.1A

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
7270.1	RECEIPTS RECORDS. CASH AND CASH RECEIPTS	DESTROY 4 YEARS AFTER PERIOD COVERED BY THE ACCOUNT.
7280.4a	REGIONAL CONSOLIDATION PROCEDURES RECORDS. ABSTRACT AND ALLOTMENT LISTINGS OF PUBLIC VOUCHERS AND LISTINGS OF EXPENDITURES. DAILY ABSTRACTS AND LISTINGS	DESTROY WHEN 1 YEAR OLD.
7280.4b	REGIONAL CONSOLIDATION PROCEDURES RECORDS. ABSTRACT AND ALLOTMENT LISTINGS OF PUBLIC VOUCHERS AND LISTINGS OF EXPENDITURES. MONTHLY ABSTRACTS AND LISTINGS	DESTROY WHEN 3 YEARS OLD.
7280.4c	REGIONAL CONSOLIDATION PROCEDURES RECORDS. ABSTRACT AND ALLOTMENT LISTINGS OF PUBLIC VOUCHERS AND LISTINGS OF EXPENDITURES. REPORTING ACTIVITY COPIES	APPLY SSIC 7302.6.
7300.1	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS. GENERAL CORRESPONDENCE FILES	DESTROY WHEN 3 YEARS OLD.
7300.2a	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS. ACCOUNTING PROCEDURES ISSUANCES. RECORD COPY OF EACH ISSUANCE , WITH ALL REVISIONS, UPDATES AND CHANGES ACCUMULATED BY ASSTSSECNAV (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.
7300.2b	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS. ACCOUNTING PROCEDURES ISSUANCES. ALL OTHER RECORDS, INCLUDING BACKGROUND PAPERS ACCUMULATED BY ASSTSECNAV (FM&C)	DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED.
7300.3	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS. MASTER GENERAL ACCOUNTS LEDGERS	DESTROY 6 YEARS AND 3 MONTHS AFTER THE CLOSE OF FISCAL YEAR INVOLVED..
7301.1a	APPROPRIATION ACCOUNTING RECORDS. ACTIVITY AND COMMAND-TYPE APPROPRIATION CONTROL LEDGERS. ANNUAL APPROPRIATIONS	DESTROY WHEN 4 YEARS OLD.
7301.1b	APPROPRIATION ACCOUNTING RECORDS. ACTIVITY AND COMMAND-TYPE APPROPRIATION CONTROL LEDGERS. CONTINUING FISCAL YEAR AND SUCCESSOR APPROPRIATIONS	DESTROY 1 YEAR AFTER THE ACCOUNT IS CLOSED OUT FOR ACCOUNTING PURPOSES.
7301.2	APPROPRIATION ACCOUNTING RECORDS. BUDGET ACTIVITY CONTROL LEDGERS	APPLY SSIC 7301.1A OR B, WHICH EVER IS APPLICABLE
7301.3	APPROPRIATION ACCOUNTING RECORDS. PROJECT CONTROL LEDGERS	APPLY SSIC 7301.1A OR B, WHICH EVER IS APPLICABLE
7301.4	APPROPRIATION ACCOUNTING RECORDS. GENERAL LEDGERS	APPLY SSIC 7301.1A OR B, WHICH EVER IS APPLICABLE
7301.5	APPROPRIATION ACCOUNTING RECORDS. APPROPRIATION REPORTS	DESTROY 4 YEARS AFTER AFTER CLOSE OF FISCAL YEAR INVOLVED.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
7301.6	APPROPRIATION ACCOUNTING RECORDS. FUNDS AUTHORIZATIONS	DESTROY 1 YEAR AFTER COMPLETION OF ALL BUDGET PROJECTS UNDER A PARTICULAR BUDGET ACTIVITY.
7301.12a	APPROPRIATION ACCOUNTING RECORDS. TRIAL BALANCES. ASSTSECNAV (FM&C) COPIES	DESTROY WHEN 4 YRS OLD (B)-ALL OTHER COPIES-DESTROY WHEN 2 YEARS OLD.
7301.12b	APPROPRIATION ACCOUNTING RECORDS. TRIAL BALANCES. ALL OTHER COPIES	DESTROY WHEN 2 YEARS OLD.
7301.13	APPROPRIATION ACCOUNTING RECORDS. COST ANALYSIS REPORTS	DESTROY 3 YRS AFTER PERIOD COVERED.
7301.14	APPROPRIATION ACCOUNTING RECORDS. INTERNAL ALLOTMENT OPERATING BUDGET ACCOUNTING RECORDS OF BUREAUS AND SHORE COMMANDS.	APPLY SSIC 7302-7331, AS APPROPRIATE.
7302.1a	FUND ACCOUNTING RECORDS. OBLIGATION DOCUMENTS. OUTSTANDING COPIES.	RETAIN UNTIL NO LONGER OUTSTANDING THEN APPLY 7302.1(B).
7302.1b	FUND ACCOUNTING RECORDS. OBLIGATION DOCUMENTS. ALL OTHER COPIES.	DESTROY WHEN 2 YRS OLD OR 1 YR AFTER SUBMISSION OF FINAL REPORT OF FUNDS CONCERNED, WHICHEVER IS LATER.
7302.2a	FUND ACCOUNTING RECORDS. ACCOUNT LEDGERS, JOURNALS, AND RECORDS. SUBSIDIARY LEDGERS, JOURNALS, AND RECORDS.	DESTROY 2 YEARS OLD OR 1 YEAR AFTER FINAL REPORT, WHICHEVER IS LATER.
7302.2b	FUND ACCOUNTING RECORDS. ACCOUNT LEDGERS, JOURNALS, AND RECORDS. TRIAL BALANCE LEDGERS.	DESTROY 2 YEARS OLD OR 1 YEAR AFTER FINAL REPORT, WHICHEVER IS LATER.
7302.2c	FUND ACCOUNTING RECORDS. ACCOUNT LEDGERS, JOURNALS, AND RECORDS. GENERAL ACCOUNTS LEDGERS.	DESTROY 6 YEARS AND 3 MONTHS AFTER THE CLOSE OF FISCAL YEAR INVOLVED.
7302.3a	FUND ACCOUNTING RECORDS. INSPECTION REPORTS. REPORTS USED FOR MATCHING WITH VOUCHERS.	DESTROY 2 YEARS AFTER PAYMENT IS MADE.
7302.7	FUND ACCOUNTING RECORDS. SUMMARIES OF INVOICES	DESTROY 1 YR AFTER ALL INVOICES ARE MATCHED AGAINST SUMMARY LISTINGS
7302.8	FUND ACCOUNTING RECORDS. UNLIQUIDATED OBLIGATTION/UNDELIVERED ORDER/FUND CONTROL FILES	DESTROY WHEN REVIEWD BY INTERNAL AUDIT OR 1 YEAR AFTER FINAL REPORT,WHICHEVER IS SOONER.
7302.9	FUND ACCOUNTING RECORDS. CASH TRANSACTIONS REPORTING RECORDS	DESTROY WHEN 2 YEARS OLD.
7303.1	ALLOTMENTS AND PROJECT ORDERS RECORDS. ALLOTMENT/OPERATING BUDGET/PROJECT ORDER/WORK REQUEST ECONOMY ACT ORDER FILES	DESTROY WHEN 4 YRS OLD OR 1 YR AFTER COMPLETION OF PROJECT, WHICHEVER IS SOONER.
7303.2	ALLOTMENTS AND PROJECT ORDERS RECORDS. ALLOTMENT/OPERATING BUDGET AND FUND AUTHORIZATION STATUS REPORTS	DESTROY 1 YEAR AFTER SUBMISSION OF FINAL REPORT.
7310.1	COST ACCOUNTING RECORDS. FORMS AND COST AND OTHER RELATED REPORTS USED IN THE ACCUMULATION OF RETURNS COST DATA	DESTROY AFTER 3 YEARS AFTER CANCELLATION OR SUBMISSION OF FINAL REPORT, WHICHEVR IS APPICABLE.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
7310.2a	COST ACCOUNTING RECORDS. SUBSIDIARY BOOKKEEPING RECORDS. CONSOLIDATING ACTIVITIES RECORDS	DESTROY WHEN 3 YEARS OLD.
7310.3a	COST ACCOUNTING RECORDS. COST ACCOUNTING LEDGER AND RELATED FORMS. STOCK CLASS LEDGER	DESTROY WHEN 2 YEARS OLD.
7310.3b	COST ACCOUNTING RECORDS. COST ACCOUNTING LEDGER AND RELATED FORMS. ALL OTHER LEDGER & RELATED FORMS	DESTROY WHEN 1 YEAR OLD.
7310.4a(1)	COST ACCOUNTING RECORDS. JOB,LABOR,MATERIAL, AND COST DISTRIBUTION RECORDS. DETAIL LABOR MATERIAL AND COST CARDS	DESTROY WHEN 3 MONTHS OLD OR WHEN LISTINGS HAVE BEEN PREPARED AND VERIFIED, WHICHEVER IS LATER.
7310.7a(1),(2),(3),(4),(5),(6),	RECEIPTS AND EXPENDITURE/DISBURSEMENT. INVOICES AND REQUISITIONS	DESTROY WHEN 2 YEARS OLD, ETC.
7320.1(a)	PROPERTY ACCOUNTING RECORDS. AUTHORIZED SELLING ACTIVITIES	DESTROY WHEN 5 YEARS OLD.
7320.1(b)	PROPERTY ACCOUNTING RECORDS. ALL OTHER ACTIVITIES	DESTROY WHEN 2 YEARS OLD.
7321.1	PLANT PROPERTY ACCOUNTING RECORDS. PROPERTY RECORD CARDS	DESTROYS WHEN SUPERSEDED, OR 2 YEARS AFTER PROPERTY IS REPORTED, WHICHEVER IS EARLIER.
7321.2	PLANT PROPERTY ACCOUNTING RECORDS. CHANGE ORDERS	DESTROY WHEN 3 MONTHS OLD.
7321.3	PLANT PROPERTY ACCOUNTING RECORDS. INCIDENTAL RECORDS	DESTROY 1 YEAR AFTER EQUIPMENT ITEM IS REMOVED FROM THE PLANT PROPERTY ACCOUNT OF THE ACTIVITY.
7321.4	PLANT PROPERTY ACCOUNTING RECORDS. PLANT ACCOUNT REPORTS	DESTROY WHEN 2 YEARS OLD.
7321.5a	PLANT PROPERTY ACCOUNTING RECORDS. VOUCHERS. NAVY ACTIVITIES.	DESTROY 1 YEAR AFTER APPLIED TO PLANT PROPERTY RECORD CARDS.
7321.6	PLANT PROPERTY ACCOUNTING RECORDS. PLANT PROPERTY RETURN	DESTROY WHEN 2 YEARS OLD.
7321.7	PLANT PROPERTY ACCOUNTING RECORDS. SURVEY RECORDS	DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR.
7322.1	MINOR PROPERTY IN USE RECORDS. CUSTODY RECEIPTS	DESTROY WHEN MATERIAL OF EQUIPMENT IS RETURNED
7330.1	ACCOUNTING REPORTS AND RETURNS RECORDS. FOREIGN CURRENCY REPORTS	DESTROY 6 YEARS AND 3 MONTHS OLD.
7330.2	ACCOUNTING REPORTS AND RETURNS RECORDS. REPORTS OF DISBURSEMENT AND COLLECTION	DESTROY WHEN 2 YEARS OLD.
7330.3	ACCOUNTING REPORTS AND RETURNS RECORDS. LIMITED DEPOSITORY CHECKING ACCOUNTS	DESTROY 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED.
7330.4	ACCOUNTING REPORTS AND RETURNS RECORDS. REPORTS, LISTINGS, AND CORRESPONDENCE	DESTROY WHEN 3 YEARS OLD.
7330.5	PERIODIC (FINANCIAL) ACCOUNTING RETURNS	DESTROY WHEN 2 YEARS OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
7400.1	GENERAL PAY ADMINISTRATION AND PAYROLL AND LABOR ACCOUNTING RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD.
7401.1	TAX WITHHOLDING RECORDS. EXEMPTION CERTIFICATES	DESTROY 4 YEARS. AFTER PERIOD COVERED BY RELATED ACCOUNT.
7401.2a	TAX WITHHOLDING RECORDS. STATEMENT FOR CIVILIAN AND MILITARY PERSONNEL. RECORDS RELATING TO MILITARY PERSONNEL.	DESTROY WHEN 4 YEARS OLD.
7401.2	TAX WITHHOLDING RECORDS. STATEMENT FOR CIVILIAN AND MILITARY PERSONNEL. RECORDS RELATING TO CIVILIAN PERSONNEL.	DESTROY WHEN 4 YEARS OLD.
7410.1	CIVILIAN LABOR COST ACCOUNTING RECORDS. LABOR COST ACCOUNTING RECORDS.	APPLY SSIC 7310.4.
7410.2	CIVILIAN LABOR COST ACCOUNTING RECORDS. CIVILIAN PAY ACCOUNTING RECORDS	APPLY SSIC 7420.
7420.1	CIVILIAN PAYROLL ACCOUNTING RECORDS. SITE-AUDITED RECORDS	APPLY SSIC 7251.1A-DESTROY 6 YEARS AND 3 MONTHS AFTER THE PERIOD OF THE ACCOUNT.
7420.2a	CIVILIAN PAYROLL ACCOUNTING RECORDS. PAYROLL CONTROL REGISTERS AND RELATED RECORDS. IF ON-SITE IS PERFORMED.	DESTROY AFTER GAO AUDITED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.
7420.3a	CIVILIAN PAYROLL ACCOUNTING RECORDS. CIVILIAN PAYROLLS. ACCOUNTING COPIES ONLY	CUT OFF AT END OF FISCAL YEAR. TRANSFER TO NPRC, WHEN 3 YEARS OLD. DESTROY WHEN 10 YEARS OLD.
7420.4	CIVILIAN PAYROLL ACCOUNTING RECORDS. FORMS USED IN ACCUMULATING CIVILIAN PERSONNEL COST AND PAYROLL DATA	DESTROY WHEN 1 YEAR OLD.
7420.5a.(1)	CIVILIAN PAYROLL ACCOUNTING RECORDS. SUMMARY INDIVIDUAL EARNING RECORDS. INDIVIDUAL EARNING RECORD.	TRANSFER 2 YEARS AFTER GAO ON-SITE AUDIT TO NPRC. DESTROY EARNINGS RECORDS 56 YRS AFTER DATE LAST ENTRY.
7420.6a	CIVILIAN PAYROLL ACCOUNTING RECORDS. FORMS AND REPORTS RELATING TO DEATH OR RETIREMENT OF CIVILIAN PERSONNEL. REGISTER OF SEPERATIONS AND TRANSFERS (SF 2807)	DESTROY WHEN 3 YEARS OLD.
7420.7	CIVILIAN PAYROLL ACCOUNTING RECORDS. CIVILIAN PERSONNEL STATISTICAL REPORTS	DESTROY WHEN 2 YEARS OLD.
7420.8	CIVILIAN PAYROLL ACCOUNTING RECORDS. REPORTS OF INSURANCE DEDUCTION AND RELATED RECORDS	DESTROY WHEN 6 YEARS OLD.
7420.9a	CIVILIAN PAYROLL ACCOUNTING RECORDS. INTERFACING AND ACTIVITY-UNIQUE SYSTEMS. INPUT DATA.	DESTROY AFTER 3 OR MORE UPDATE CYCLES.
7421.1a	PAY AUTHORIZATIONS AND CONTROL SYSTEMS. PAY AUTHORIZATION RECORDS. INDIVIDUAL PAY AUTHORIZATIONS.	DESTROY WHEN 3 YEARS OLD OR AUDITED BY GAO, WHICHEVER IS EARLIER.
7421.2	PAY AUTHORIZATIONS AND CONTROL SYSTEMS. CIVILIAN EMPLOYEE TIME CARD	DESTROY WHEN 3 YEARS OLD.
7421.3	PAY AUTHORIZATIONS AND CONTROL SYSTEMS. LOCAL CONTROL WORKING RECORDS AND WORKING PAPERS	DESTROY WHEN 3 MONTHS OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
7500.1	GENERAL AUDITING RECORDS. GENERAL CORRESPONDENCE FILES	DESTROY WHEN 2 YEARS OLD.
7500.2	GENERAL AUDITING RECORDS. INTERNAL AUDIT CONTROL RECORDS	DESTROY WHEN SUPERSEDED OR CANCELED.
7500.3	GENERAL AUDITING RECORDS. INTERNAL MANAGEMENT RECORDS	DESTROY WHEN 2 YEARS OLD OR NOT LONGER NEEDED FOR AUDIT ANALYSIS OR PLANNING, WHICHEVER IS EARLIER.
7501.1a	REVIEWS AND SURVEYS CONDUCTED BY THE GAO RECORDS. COPIES OF REVIEWS AND SURVEYS OF THE GAO. ACTION OFFICES	DESTROY WHEN NO LONGER NEEDED, INCORPORATED INTO REPORT, OR TERMINATED, WHICHEVER IS EARLIER.
7502.1	AUDITS CONDUCTED BY THE DOD ASSISTANT INSPECTOR GENERAL (AUDIT) RECORDS. COPIES OF REVIEWS, SURVEYS, ANNOUNCEMENTS AND REPORTS	APPLY SSIC 7501.
7510.1a	GENERAL INTERNAL AUDITING MATTERS. INTERNAL AUDIT. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 3 YEARS OLD.
7511.1a, b, c,	AUDIT SCHEDULES/AUDIT PLANNING. AUDIT SCHEDULES AND PLANNINGOCUMENTS. PLANS, RESEARCH, SUGGESTIONS.	DESTROY WHEN 3 YRS OLD OR WHEN NO LONGER REQUIRED FOR REFERENCE.
7520.1	INTERNAL AUDIT PROCEDURES AND POLICY. AUDIT PROCEDURES AND POLICY	DESTROY WHEN SUPERSEDED OR NO LONGER REQUIRED FOR REFERENCE.
7540-7549.1a	INTERNAL AUDIT REPORTS AND RECORDS. INTERNAL AUDIT REPORTS AND RECORDS. OFFICIAL AUDIT REPORTS AND FILES.	PERMANENT. TRANSFER TO WNRC WHEN 3 YRS OLD. TRANSFER TO NARA IN 5-YEAR BLOCKS WHEN 20 YEARS OLD.
7540-7549.2	INTERNAL AUDIT REPORTS AND RECORDS. OTHER AUDIT REPORTS	DESTROY 3 YEARS AFTER AUDIT REPORT PUBLICATION OR 2 YEARS AFTER ALL RECOMMENDATIONS ARE CLOSED, WHICHEVER IS FIRST.
7560.1	GENERAL CONTRACT AUDITING RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 3 YEARS OLD.
7560.3	GENERAL CONTRACT AUDITING RECORDS. EVALUATION OF GAO REPORTS AND PROPOSED RESPONSES, WHICH INVOLVE CONTRACT AUDIT OR COST ACCOUNTING PRACTICES	DESTROY REPORT COPIES, EVALUTIONS, AND PROPOSED RESPONSES AFTER ALL ACTION AND COORDINATION HAVE BEEN COMPLETED AND THE DOCUMENTS ARE NO LONGER REQUIRED FOR REFERENCE.
7560.4	GENERAL CONTRACT AUDITING RECORDS. SPECIAL CORRESPONDENCE	DESTROY WHEN NO LONGER NEEEDED FOR REFERENCE.
7560.6	GENERAL CONTRACT AUDITING RECORDS. PUBLIC VOUCHER FILES	DESTROY WHEN 3 YEARS OLD.
7580.1a	CONTRACT AUDIT REPORTS RECORDS. CONTRACT AUDIT REPORTS. PREPARING ACTIVITY COPIES.	7580.1A DESTROY 2 YEARS AFTER SUBMISSION OF CONTRACT AUDIT CLOSING STATEMENT OF ADVISORY ACCOUNTING REPORT.
7585.1	GENERAL ACCOUNTING OFFICE REPORTS RECORDS. GAO REPORTS (SEE ALSO SSIC 7501)	DESTROY 10 YEARS AFTER THE CLOSE OF THE FISCAL YEAR INVOLVED.
7700.1a	GENERAL PROGRESS AND STATISTCAL REPORTING PROGRAM. STATISTICAL DATA FILES. GUIDANCE DOCUMENTS RECEIVED FROM OSD SPECIFYING POLICIES AND PROCEDURES TO BE FOLLOWED IN THE PREPPARATION AND SUBMISSION OF REPORTS.	DESTROY 6 MONTHS AFTER SUPERSEDED, OR NO LONGER NEEDED.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
8020.2a	AMMUNTION AND EXPLOSIVES SAFETY RECORDS. DATA ON WEAPONS SYSTEM RELATED TO EXPLOSIVE SAFETY (DESCRIPTION , SAFETY, AND ENVIRONMENTAL TEST AND EVALUATION) UPON WHICH EXPLOSIVES SAFETY DECISIONS ARE MADE IN WEAPONS SYSTEM DEVELOPMENT FROM CONCEPTS THROUGH DEVELOPMENT, PRODUCTION, AND FOR SERVICE USE. RECORD COPY LOCATED AT OFFICE OF WEAPONS SYSTEM EXPLOSIVES SAFETY REVIEW BOARD.	TRANSFER TO NEAREST FRC WHEN 4 YEARS OLD. DESTROY WHEN 20 YEARS OLD.
8020.2b	AMMUNTION AND EXPLOSIVES SAFETY RECORDS. DATA ON WEAPONS SYSTEM RELATED TO EXPLOSIVE SAFETY (DESCRIPTION , SAFETY, AND ENVIRONMENTAL TEST AND EVALUTION) UPON WHICH EXPLOSIVES SAFETY DECISIONS ARE MADE IN WEAPONS SYSTEM DEVELOPMENT FROM CONCEPTS THROUGH DEVELOPMENT, PRODUCTION, AND FOR SERVICE USE. ALL OTHER COPIES AT ANY ACTIVITY.	RETAIN ON BOARD. DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.
8020.5	AMMUNTION AND EXPLOSIVES SAFETY RECORDS. OCCUPATIONAL VISION TESTS INCLUDING PERFORMANCE PROFILES OF EMPLOYEES	RETAIN ON BOARD. DESTROY AFTER TRANSFER OR SEPARATION OF THE EMPLOYEE
8070.1c	NBC WARFARE MATERIAL RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD.
10000.1	GENERAL MATERIAL RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 2 YEARS OLD.
10100.1	GENERAL PERSONNEL MATERIAL RECORDS. GENERAL CORRESPONDENCE.	DESTROY WHEN 3 YEARS OLD.
10170.1	TRAINING MATERIAL RECORDS. GENERAL CORRESPONDENCE. FILES.	DESTROY WHEN 3 YEARS OLD.
10460.1	GENERAL OFFICE EQUIPMENT AND SUPPLIES RECORDS. GENERAL CORRESPONDENCE FILES.	DESTROY WHEN 3 YEARS OLD.
11013.7a(1)	SHORE STATION CONSTRUCTION RECORDS. INSPECTION REPORTS. MATERIAL INSPECTION COPIES. ROUTINE INTERNAL ADMINISTRATION FILES	DESTROY WHEN 2 YEARS OLD.
11014.1	SHORE STATION MAINTENANCE RECORDS. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES RELATING TO SHORE STATION MAINTENANCE PROGRAMS.	DESTROY WHEN 2 YEARS OLD.
11014.3a	SHORE STATION MAINTENANCE RECORDS. EQUIPMENT UPKEEP AND PREVENTIVE MAINTENANCE LOGS AND RECORDS. DAILY OR WEEKLY RECORDS.	DESTROY WHEN 1 YEAR OLD.
11102.1	TRAINING STRUCTURES AND FACILITIES RECORDS. INDIVIDUAL DEVELOPMENT FILES.	DESTROY WHEN 2 YEARS OLD.

ESTABLISHED LIST OF STANDARD SUBJECT IDENTIFICATION CODES

SSIC	RECORD SERIES TITLE	RETENTION STANDARD
11110.2	MEDICAL AND DENTAL STRUCTURES AND FACILITIES RECORDS. COMMAND ACTIVITIES RECORDS.	RETIRE TO NEAREST FRC 4 YEARS AFTER COMPLETION OF CONSTRUCTION. DESTROY WHEN 10 YEARS OLD.
11200.1b	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS. GENERAL CORRESPONDENCE FILES OF ACTIVITIES AND OFFICES. ALL OTHER ACTIVITIES.	DESTROY WHEN 3 YEARS OLD.
11200.6a	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS. LOCAL VEHICLE INVENTORY AND COST DATA REPORTS AND RELATED RECORDS. INVENTORIES.	DESTROY WHEN 2 YEARS OLD.
11200.6b	GENERAL TRANSPORTATION FACILITIES, HEAVY EQUIPMENT RECORDS. LOCAL VEHICLE INVENTORY AND COST DATA REPORTS AND RELATED RECORDS. COST AND UTILIZATION REPORTS.	DESTROY WHEN 3 YEARS OLD.
11300.1	GENERAL UTILITIES AND SERVICES RECORDS. GENERAL CORRESPONDENCE FILES OF PUBLIC WORKS ACTIVITIES.	DESTROY WHEN 5 YEARS OLD.
11300.2	GENERAL UTILITIES AND SERVICES RECORDS. RECORDS RELATING TO THE ROUTINE INTERNAL OPERATION OF UTILITIES SERVICES AT NAVAL ACTIVITIES.	DESTROY WHEN 2 YEARS OLD.
11300.3	GENERAL UTILITIES AND SERVICES RECORDS. SPECIAL CONSOLIDATED UTILITY COST REPORTS	DESTROY WHEN 3 YEARS OLD.
11300.4a	GENERAL UTILITIES AND SERVICES RECORDS. SANITATION RECORDS. RECORDS OF PUBLIC WORKS AND OTHER ACTIVITIES.	DESTROY WHEN 5 YEARS OLD.
11300.4b	GENERAL UTILITIES AND SERVICES RECORDS. SANITATION RECORDS. SANITATION REPORTS.	DESTROY WHEN 3 YEARS OLD.
11300.4c	GENERAL UTILITIES AND SERVICES RECORDS. SANITATION RECORDS. OTHER FILES.	DESTROY WHEN 2 YEARS OLD.
11320.2a	FIRE PROTECTION AND FIRE FIGHTING RECORDS. ACTIVITIES GENERAL CORRESPONDENCE FILES. FILES THAT DOCUMENT THE DEVELOPMENT, EXECUTION, AND ACCOMPLISHMENT OF SIGNIFICANT TRANSACTIONS OR PROJECTS AND OF PLANS, POLICIES, AND PROGRAMS.	DESTROY WHEN 5 YEARS OLD.
12291.1	PERSONNEL REPORTS RECORDS. RECORDS PERTAINING TO RECURRING REPORTS.	DESTROY WHEN 5 YEARS OLD OR NO LONGER NEEDED, WHICHEVER IS EARLIER.
12410.14	TRAINING RECORDS. EMPLOYEE TRAINING FILES.	DESTROY WHEN 5 YEARS OLD, SUPERSEDED, OR OBSOLETE, WHICHEVER IS EARLIER.
12450.1a	GENERAL EMPLOYEE RECOGNITION AND INCENTIVES RECORDS. GENERAL AWARDS RECORDS. CASE FILES.	DESTROY 2 YEARS AFTER APPROVAL OR DISAPPROVAL.

SAMPLE FILE PLAN

FILE NUMBER	FILE TITLE	DISPOSITION INSTRUCTIONS	VITAL RECORD	IDENTIFICATION OF MEDIA	LOCATION
4220.1b(1)	**General Contracting Records** 1. Contracting Records b. Routine Procurement Files (1)(a) Transactions of more that $25,000	Destroy 6 years and 3 months after payment.	No	Paper & Electronic	Office Central Files & RMC
4220.1b(2)	**General Contracting Records** 1. Contracting Records b. Routine Procurement Files (1)(b) Transactions of $25,000 or less	Destroy 3 years after final payment. (Close file at end of FY, retain 3 years, and destroy, except that files on which actions are pending shall be brought forward to the next FY's files for destruction therewith.)	No	Paper & Electronic	Office Central Files & RMA
4440.1	**Inventory Control Records** 1. Inventory reports.	Destroy when 2 years old.	No	Paper	Mrs. Jones
4500.2	**General Redistribution & Disposal Of Property Records** 2. General correspondence files.	Destroy 1 year after reconcile with stock (card, tape, or other) entries.	No	Paper	Mrs. Jones
4570.2	**Excess & Surplus Property Records** 2. Report of excess & surplus property.	Destroy 1 year after final action has been taken.	No	Paper	Mrs. Jones
5000.2	**General Administration & Management Records** 2. Activities administration operation.	Destroy when 2 years old.	No	Paper & Electronic	Office Central Files & RMA
5000.5	**General Administration & Management Records** 5. Chronological (day) or reading files.	Destroy when 3 months old.	No	Paper & Electronic	Office Central Files & RMA
5000.8	**General Administration & Management Records** 8. Policy, procedures, & precedent references files.	Destroy when organizational unit is discontinued or becomes obsolete.	Yes	Paper & Electronic	Office Central Files
5000.10a	**General Administration & Management Records** 10. Waiver and Exception Records. a. Approvals.	Destroy upon expiration, supersession, cancellation, or when conditions that made waiver or exception necessary are altered.	Yes	Paper & Electronic	NCIS Central Files & RMA
5000.11a	**General Administration & Management Records** 11. Additional Duty Designation Records. a. When filed separately.	Destroy on expiration, revocation, or supersession of designation.	No	Paper & Electronic	Office Central Files & RMA
5000.12a	**General Administration & Management Records** 12. Administrative Agreement Records. a. Understandings or agreements not involving transfer of personnel billets and material.	Destroy 3 years after supersession, cancellation, or termination of the agreement	Yes	Paper & Electronic	NCIS Central Files & RMA
5040.3e(2)	**Naval Command Inspection Program Records** 3. Survey & inspection report files. e. Other activity report files. (2). All other activities report files.	Destroy when superseded.	No	Paper	Office Central Files

ADDITIONAL DUTY APPOINTMENT LETTER SAMPLE

5000.11c
Code/Serial
Date

From: Commander/Commanding Officer/Officer in Charge
To: Name of designated person

Subj: ADDITIONAL DUTY APPOINTMENT

Ref: (a) BUMEDINST 5210.10
(b) SECNAV M-5210.1, Records Management Manual
(c) SECNAV M-5210.2, Standard Subject Identification Code Manual

1. Effective (date), you are assigned the additional duty as Records Management Coordinator (RMC) for (Code/Activity/Office). Your assignment is for the period (specify).

2. You shall perform the duties of RMC as specified in reference (a) and higher authority guidance cited, specifically references (b) and (c). You shall coordinate your responsibilities with the (Command, Region, HQ, Records Management Program Officer as indicated).

Signature Block

Copy to:
RMC in chain of command
Personnel File

PROCEDURAL GUIDELINES FOR COMPLETING THE SF-135

Block 1: National/Federal Records Center (Dependent on record type and area served)
Attn: Accession & Disposal Branch
Street Address
City and Zip Code

Block 2: Activity Records Management Coordinator, Phone Number
Block 3: RMC/Record Holder
Block 4: Leave blank: Signed by the Accession Chief at the Federal Records Center (FRC)

Block 5: Activity's complete mailing address including "Attention To" Code

Block 6 : Enter complete accounting of records data. Follow guidance closely.

Block 6g: Be sure to consider if Privacy Act code 'W" applies. Also, remember to enter "U", "C," or "S" for UNCLASSIFIED, CONFIDENTIAL, or SECRET material, respectively. See the reverse of the SF-135.

Block 6i Do not put records with different disposal dates in same box.

Block 6j through 6m: Leave blank. Assigned by the Files Section Head.

An inventory of files in the box must be placed inside the box.

After completion, the activity RMC shall coordinate the shipment with the FRC. Do not ship until FRC authorizes shipment.