

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-NU-03-3</b>	
1 FROM (Agency or establishment) Department of Defense (Department of the Navy)		DATE RECEIVED <b>4-1-2003</b>	
2. MAJOR SUBDIVISION Naval Sea Systems Command		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Management Division, NAVSEA 1015		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Mrs Susan Austin	5 TELEPHONE (202) 781-2466	DATE <b>10-9-03</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

**6 AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested.

DATE <i>1 April 2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan C. Austin</i>	TITLE <i>NAVSEA Records Officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>Background SECNAVINST 5212 5D (SSIC 9210) does not specifically provide guidance on the retention of nuclear engineering logs SSIC 9210 should be modified to correspond to OPNAVINST C9210 2A, the Engineering Operating Department Manual for Nuclear Submarines Paragraph 5 6, Log Retention, states "Reactor Operation Log - This log will be retained for the duration of the installed core and for 3 years beyond core replacement The most recent 6 months will be retained aboard the ship " (this has been extended for 1 year, or since the last Operational Reactor Safeguards Examination {ORSE} by a separate instruction (COMSUBLANT/COMSUBPAC)</p> <p>This submission adds disposition guidelines under SSIC 9210, and adds paragraph 4</p> <p>4 REACTOR LOGS, RECORDS AND REPORTS. Operating logs, records and reports covering the sampling of primary coolant, and propulsion plant construction</p> <p>a Reactor Operating Log</p> <p>Retain for the duration of the installed reactor core and for 3 years beyond core replacement Most recent 6-month period should be retained onboard Remainder to be stored at nearest FRC</p> <p>b Propulsion plant construction records and acceptance results</p> <p>Transfer to FRC after ship acceptance, Retain for the life of the ship or 45 years, <b>whichever is later.</b></p> <p>(Submitted by S Austin/SEA 1015, LCDR Steven Glover, USN/SEA 08)</p>		<p>CHANGE APPROVED BY EMAIL FROM NAVSEA 7/31/03</p>
2.			

*cc Regney, NR, NWMW*

## 2 Electronic Mail and Word Processing Copies

Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the SSICs included in this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating.

a. Copies that have no further administrative value after the recordkeeping copy is made  
Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

3. Destroy/delete within 180 days after the recordkeeping copy has been produced

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

4.

Destroy/delete when dissemination, revision, or updating is complete.