

CHAPTER 9

SHIPS DESIGN AND MATERIAL RECORDS
SSIC 9000-9999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO SHIP DESIGN, SHIP MATERIALS, AND RELATED FUNCTIONS. THEY ARE ACCUMULATED BY HEADQUARTERS, NAVAL SHIPYARDS, SHIP FACILITIES, SUPERVISORS OF SHIPBUILDING, AND BY OTHER ACTIVITIES AND OFFICES CONCERNED WITH THE DESIGN, CONSTRUCTION, AND MAINTENANCE OF NAVAL SHIPS, INCLUDING INTERNAL UNITS OR DEPARTMENTS OF ACTIVITIES AND OFFICES CONCERNED WITH THE TECHNICAL AND LIAISON PHASES OF SHIP DESIGN AND MATERIAL. THE COMPONENTS AND EQUIPMENTS WITHIN EACH SUBJECT CATEGORY IN THIS CHAPTER ARE THE SAME AS FOUND IN THE WORK BREAKDOWN STRUCTURE (NAVSEA PUBLICATION 09000-1P-039-9010). RECORDS RELATING TO THE OPERATION OF NAVAL SHIPS ARE COVERED IN CHAPTER 3; RECORDS RELATING TO RESEARCH AND DEVELOPMENT MATTERS ARE COVERED IN PARAGRAPH 3900; RECORDS RELATING TO THE CONSTRUCTION, MAINTENANCE, AND CONVERSION OF SHIPS AND OTHER LOGISTICAL RECORDS ARE COVERED IN CHAPTER 4.

SSIC 9000-9099

GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS

SSIC 9000

GENERAL GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS) RECORDS

1. PRIMARY PROGRAM RECORDS AND RELATED RECORDS

ADD (A) → From pg III-9-2a

a. Naval Sea Systems Command Headquarters (NAVSEASYS COMHQ). Files and records documenting the development and execution of shipbuilding plans, policies, programs and procedures in the performance of the assigned mission of the command to provide material support to meet the needs of the Department of the Navy, other military departments and defense agencies within the assigned "material support" responsibility of the command.

Permanent. Transfer to Washington National Records Center (WNRC) when 4 years old. Offer to National Archives and Records Administration (NARA) when 30 years old.

b. Naval Shipyards and Ship Repair Facilities. Files and records documenting the organization of the activity, overall development and accomplishment of significant plans and policies concerning logistics support for assigned ships and craft, performance of authorized ship work and services and material support provided to other activities and units as directed, of continuing, long-term, historical, scientific, legal, or administrative interest.

Permanent. ^{Retire} ~~Transfer~~ to the nearest Federal Records Center (FRC) when 4 years old. ~~Offer Transfer~~ to NARA when 30 years old.

ADD (B) → From page III-9-2a

c. Other NAVSEA Shipbuilding Activities. Files and records documenting the organization of the activity and overall development and accomplishment of plans, studies, and projects and essential transactions of the activity.

Transfer to nearest FRC when 2 years old. Destroy when 6 years old.

ADD (A)

1. PRIMARY PROGRAM RECORDS AND RELATED RECORDS

a. Chief of Naval Operations, Commandant of Marine Corps, Naval Sea Systems Command Headquarters, and Space and Naval Warfare Systems Command Headquarters. Correspondence, reports, studies, record copies of instructions and notices, and other records that document the establishment, development and accomplishment of plans, programs, and policies related to design and construction of naval ships and ship electronics systems. Exclude records relating to weapons systems and general ordnance retired under SSIC 8000.1.a of this instruction.

Permanent. Retire to Washington National Records Center (WNRC) when 4 years old. Transfer to National Archives and Records Administration (NARA) when 30 years old.

ADD (B)

c. Supervisors of Shipbuilding, Conversion, and Repair and Other NAVSEA Shipbuilding Activities. Files and records documenting the organization of the activity and overall development and accomplishment of plans, studies, and projects and essential transactions of the activity.

Retire to nearest FRC when 2 years old. Destroy when 6 years old.

d. Weapons and Ordnance Activities Under the Command of NAVSEA.

Retire records under SSIC 8000.1.b of this instruction.

e. RDT&E Activities under the Command of NAVSEA and SPAWARs.

Retire records under appropriate section of SSIC 3900.

f. General Correspondence. Correspondence, reports, and other records pertaining to shipbuilding plans, policies, programs, and procedures of the activity, department, division, or other organizational unit concerned, (excluding primary program records filed under SSIC 9000, paragraphs 1a, ^{1b, 1c,} and ~~1d~~)
that deal with day to day program matters.

Destroy when 4 years old.

g. Routine Correspondence. Correspondence relating to the routine internal operation and administration of the activity, department, division, or other organizational unit concerned.

Destroy when 2 years old.

h. Duplicate Records. Files and records duplicating documents covered elsewhere, or nonrecord material held for reference purposes only.

Destroy when 2 years old or no longer needed, whichever is earlier.

2. SHIP DESIGN AND MATERIAL RECORDS. FILES AND RECORDS DOCUMENTING THE DIRECTION, CONTROL, AND DECISIONS IN THE PLANNING, PROGRAMMING, BUDGETING, DEVELOPMENT, ACQUISITION, MAINTENANCE ENGINEERING, LOGISTIC SUPPORT, MATERIAL MANAGEMENT AND DISPOSAL OF ASSIGNED SYSTEMS AND EQUIPMENT IN SUPPORT OF NEW SHIP ACQUISITION, FLEET MODERNIZATION, AND FLEET MATERIAL SUPPORT.

a. Primary Program Records. Records documenting major projects such as projects that affect the configuration of the ships or upon which major ship design decisions were based.

~~Apply SSIC 9000, para 1.~~

a.b. Life Cycle Engineering and Management and Fleet Support Records. Records documenting ship acquisition, fleet modernization, and fleet material support projects, excluding primary program records filed under SSIC 9000, paragraph 1.

Retire
~~Transfer~~ to WNRC when 2 years old. Destroy when 10 years old.

b. General Correspondence. Correspondence, reports, and other records pertaining to ship design and material (excluding program records filed under SSIC 9000, paragraphs 3a and b).

Destroy when 4 years old.

c. Routine Correspondence. Correspondence relating to the routine internal operation and administration of the activity, department, division, or other organizational unit concerned.

Destroy when 2 years old.

de. Duplicate Records. Files and records duplicating documents covered elsewhere, or nonrecord material held for reference purposes only.

Destroy when 2 years old or no longer needed, whichever is earlier.

3. TECHNICAL REPORTS PREPARED IN CONNECTION WITH A PROJECT OR TASK. THESE REPORTS SUMMARIZE THE PROGRESS, FINDINGS, AND CONCLUSIONS REACHED RELATIVE TO SPECIFIC PROJECTS. THEY MAY CLARIFY AND SUPPLEMENT INFORMATION CONTAINED IN WORK LABORATORY NOTEBOOKS AND OTHER SOURCES OF DATA THAT ARE SCHEDULED IN SSIC 3900.

a. Record Copy. Maintained at naval activity preparing the report or at the activity issuing the contract, if a contractor-generated report.

(1) Master copy, paper, or similar medium, if no silver microform exists.

Permanent. ^{Retire} ~~Transfer~~ to nearest FRC 3 years after completion. ~~Offer~~ ^{Transfer} to NARA when 30 years old.

(2) Master paper copy after microfilming.

Destroy after microform has been verified.

(3) Silver halide microform and one copy.

Permanent. ^{Retire} ~~Transfer~~ to nearest FRC immediately upon filming and verification of microform. ~~Offer~~ ^{Transfer} to NARA when 30 years old.

b. All Other Copies, Any Medium, at Any Activity.

Destroy when no longer needed for local reference.

SSIC 9010-9030CAPABILITIES RECORDS

RELATED RECORDS UNDER SSIC 9020 - STRATEGIES AND SPECIAL CAPABILITIES, AND SSIC 9030 - TACTICAL AND STRATEGIC OPERATION SUPPORT CAPABILITIES SHOULD BE RETIRED TO FRC UNDER SSIC 9010 AND THE APPROPRIATE SUBCATEGORY LISTED BELOW.

SSIC 9010COMBAT CAPABILITIES RECORDS

1. Records used to determine which systems and sub systems to place on new classes of ships as well as providing design criteria for advanced sub systems and researching the need for options to supplement the current inventory of system configurations and performance capabilities. The records include Fleet Operational Guidance documents, Naval Mission Studies, Concept Formulation Plans (CFP), Joint Long Range Strategic Studies (JLRSS), Joint Strategic Objectives Plan (JSOP), Long Range Objectives (LRO), Navy Strategic Studies (NSS), and Tentative Specific Operational Requirements (TSOR).

- | | |
|--|---|
| a. Records maintained by NAVSEA Headquarters | Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old. |
| b. Records maintained by Naval Shipyards and In Service Engineering Agents (ISEA). | Retire to nearest FRC when 4 years old. Destroy when 10 years old. |
| c. Records maintained at all other activities. | Retire to nearest FRC when 2 years old. Destroy when 6 years old. |

SSIC 9040

SHIP SYSTEM MANAGEMENT RECORDS

1. These records are created during the process of managing the construction of the ship. They include advance procurement plans, concept formulation plans, configuration management, contract definition plan, contract design plan, cost benefit analysis, development concept paper, engineering interface management, financial management, integrated combat system management plan, integrated logistic support management, modernization planning, Ordnance Alterations (ORDALTS) planning, overhaul planning, personnel and training plan, preliminary design, quality assurance management, risk management ship acquisition plan, ship project directive, ship system design development plan, shipalts planning, source selection plan, Special Projects Alterations (SPALTS) planning, technical data management, technical development plans, test and evaluation management, test development management plan, value engineering; general administrative requirements including change proposals, commercial fittings and standards, contract drawings, design data sheets, specifications and standards, government furnished equipment, government-furnished information. These records are a part of the project management or ships case files maintained by the ~~project~~ *Program* manager. ~~Include Capabilities, Combat, Noncommissioned Officers (NCO) Studies, Concept Formulation Plans (CFP), Joint Long Range Strategic Study (JLRSS), Joint Strategic Objectives Plan (JSOP), Long Range Objectives (LRO), Navy Strategic Study (NSS), and Tentative Specific Operational Requirements (TSOR).~~

~~Apply SSIC 4700, par 1c~~

a. Records maintained by the Program Manager.

(1) For class leader ships

Permanent. Retire records with Ships Case file under SSIC 4700.1.c.(1).(a).1 of this instruction.

(2) For all other ships

Retire records with Ships Case File under SSIC 4700.1.c.(a).2 of this instruction.

b. Records maintained by Naval Shipyards and Ship Repair facilities.

Retire to nearest FRC when 4 years old.
Destroy when 10 years old.

c. Records maintained by all other activities.

Retire to nearest FRC when 2 years old.
Destroy when 6 years old.

~~SSIC 9040~~

2. SHIP ALTERATION AND REPAIR PACKAGE (SARP). System assembles all work requirements such as repairs, modernization items, and alterations into systems elements regardless of accomplishing activity. Reports are used by Type Commanders to identify and fund work in upcoming availabilities. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, MD and supports Naval Shipyards and Tycoms.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

111-9-6b

~~SECRET~~

3. VISIBILITY AND MANAGEMENT OF OPERATING AND SUPPORT COST SHIP SYSTEM (VAMOSC-SHIPS). System collects and displays annual operating and support costs for naval ships that have been in an active commissioned status for an entire fiscal year. System is maintained at SPCC Mechanicsburg and supports SECNAV, CNO, and NAVSEA.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

~~SSIC 9040~~

4. SEA 05 MANAGEMENT INFORMATION SYSTEM. System provides Ship Design and Engineering Directorate (SEA 05) with information to better ^{monitor} progress, control, and manage workload resources. Information provided by system assists in accessing overall detail resource profiles ^{and} monitoring of individual programs.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

Retain on board. Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Retain on board. Destroy when superseded or no longer needed for reference.

SSIC 9050SHIP SYSTEM PERFORMANCE

1. These records ~~include~~ document technical functional guidance which addresses the physical, economic, decisions which constrain the options available for providing an effective integrated operational Naval force. Operations analyses are performed to determine the technical requirements imposed by the mission, threat and environment. Concepts to perform the required missions are developed and evaluated to determine those most cost effective to satisfy the need or requirement of the mission. Operational requirements for each concept are analyzed by use of analytical models to establish optimized ship performance requirements. They determine the thresholds of performance used in trade-off decisions. Required technical support is included. Records include ship system performance concepts - displacements, endurance, maneuverability, noise characteristics, reaction time, speed; ship subsystem performance concepts, advanced development objectives, development concept papers, proposed technical approaches and specific operational requirements.

~~Apply SSIC 9000, par. 1.~~

Add (A) from pg III-9-7a →

SSIC 9060SUBSYSTEM CHARACTERISTICS

1. These records document indexing and classifying requirements. They include single sheet characteristics - configuration item index and ship configuration list; technical and logistic support approaches and trade off analyses, approved ship characteristics, maintenance concepts, combat systems characteristics, tactical operational requirements.

~~a. Primary Program Records.~~~~Apply SSIC 9000, par. 1.~~~~b. Project Management or Ships Case File Records~~~~Apply SSIC 4700, par. 1c.
(NCF NU 04-6)~~

Add (B) from pg III-9-7b →

Add (A)

- | | |
|---|---|
| a. Records maintained by NAVSEA Headquarters | Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old. |
| b. Records maintained by Naval Shipyards, SUPSHIPS, and other NAVSEA Shipbuilding Activities. | Retire to nearest FRC when 4 years old. Destroy when 10 years old. |
| c. Records maintained at all other activities. | Retire to nearest FRC when 2 years old. Destroy when 6 years old. |

ADD ③

a. Records maintained by the Program Manager.

(1) For class leader ships

Permanent. Retire records with Ships Case file under SSIC 4700.1.c.(1).(a).1 of this instruction.

(2) For all other ships

Retire records with Ships Case File under SSIC 4700.1.c.(a).2 of this instruction.

b. Records maintained by Naval Shipyards and Ship Repair facilities.

Retire to nearest FRC when 4 years old.
Destroy when 10 years old.

c. Records maintained by all other activities.

Retire to nearest FRC when 2 years old.
Destroy when 6 years old.

SSIC 9070 - 9079GENERAL REQUIREMENTS FOR DESIGN AND CONSTRUCTIONSSIC 9071ACCESS RECORDS

1. These records include documentation of access to machinery and equipment, ship compartment access requirements and watertight integrity and structural access limitations. These records will be maintained as part of life cycle engineering general arrangements files.

Add (A) From pg III-9-8a →

~~Apply SSIC 9000, par. 3.~~

SSIC 9072SHOCK RECORDS

1. SHIP SURVIVABILITY FILES. These records include documentation of combat survivability of ships. They include documentation of blast effects, shock design, shock grade designations and shock testing of naval ships.

Add (B) From pg III-9-8a →

~~Apply SSIC 9000, par. 3.~~

Add (A)

- | | |
|--|--|
| a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old. |
| b. Records maintained for routine internal operations by all other Activities. | Cut off annually. Destroy when 2 years old. |

ADD (B)

- | | |
|--|--|
| a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old. |
| b. Records maintained for routine internal operations by all other Activities. | Cut off annually. Destroy when 2 years old. |

SSIC 9073NOISE AND VIBRATION

1. SHIP SILENCING AND SHIP VIBRATION CONTROL. These files document technical support provided to life cycle managers during ship design and construction in the field of noise and related vibration, and other matters of noise and vibration control of ships. Records concern airborne noise categories, airborne noise levels for compartments, distributed isolation material, mechanical vibration, noise and vibration testing, general noise, radiated, platform and sonar self noise, resilient mountings, speech interference levels, general vibration and waterborne noise.

Add (A) from III-9-9a →

~~Apply SSIC 9000, par. 3.~~

SSIC 9074CASTING, WELDING, RIVETING AND ALLIED PROCESSES

1. These records concern brazing, castings, fabrication, forgings, non-threaded mechanical fasteners, procedures and process qualification, radiography, riveting, welder qualifications, and welding. These records are included in life cycle engineering and management files in support of new ship acquisition, and fleet modernization.

Add (B) from III-9-9a →

2. RADIOGRAPH RECORDS AT SHIPYARDS. These records are accumulated at naval shipyards during the construction and repair of navy ships. They are part of the ships case file.

Add (C) from III-9-9a →

~~Apply SSIC 9000, par. 3.~~

~~Apply SSIC 4700, par. 1G.
(NCL-NU 84-6)~~

ADD (A)

- a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.
- b. Records maintained for routine internal operations by all other Activities. Cut off annually. Destroy when 2 years old.

ADD (B)

- a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.
- b. Records maintained for routine internal operations by all other Activities. Cut off annually. Destroy when 2 years old.

ADD (C)

- a. Records maintained by the Program Manager.
- (1) For class leader ships Permanent. Retire records with Ships Case file under SSIC 4700.1.c.(1).(a).1 of this instruction.
- (2) For all other ships Retire records with Ships Case File under SSIC 4700.1.c.(a).2 of this instruction.

SSIC 9075

THREADED FASTENERS MAINTENANCE RECORDS

1. These records are included in life cycle engineering and management files in support of new ship acquisition, fleet modernization and fleet material support. They include information on bolts, nuts, screws, studs and thread kits.

~~Apply SSIC 9000, par. 3.~~

ADD (A) from III-9-10a →

SSIC 9076

RELIABILITY AND MAINTENANCE RECORDS

1. These records will be included in life cycle engineering and management files in support of new ship acquisition, fleet modernization and fleet material support. Documentation includes effects analyses, failure analysis and evaluation, failure modes, failure reporting, maintainability design criteria, reliability analysis, design criteria and level and skill analysis.

~~Apply SSIC 9000, par. 3.~~

ADD (B) from III-9-10a →

SSIC 9077

SAFETY RECORDS

1. SHIP AND SHIP SYSTEM SAFETY. Safety records documenting ship and ship system safety. They include safety analyses, safety drills, equipment, manuals, organization, and regulations, the subsafe program, warning and alarm systems and warning devices. They may be included in life cycle engineering files ~~or ship case files.~~

~~a. Life Cycle Engineering Records~~

~~Apply SSIC 9000, par. 3.~~

~~b. Ships Case Files Records~~

~~Apply SSIC 4700, par. 1C.
(NCl-NU-84-6)~~

ADD (C) from III-9-10a →

ADD (A)

- | | |
|--|--|
| a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old. |
| b. Records maintained for routine internal operations by all other Activities. | Cut off annually. Destroy when 2 years old. |

ADD (B)

- | | |
|--|--|
| a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old. |
| b. Records maintained for routine internal operations by all other Activities. | Cut off annually. Destroy when 2 years old. |

ADD (C)

- | | |
|---|---|
| a. Records maintained by NAVSEA Headquarters | Permanent. Cut off annually. Retire to WNRC when 4 years old. Transfer to NARA when 30 years old. |
| b. Records maintained by Naval Shipyards, SUPSHIPS, and other NAVSEA Shipbuilding Activities. | Retire to nearest FRC when 4 years old. Destroy when 10 years old. |
| c. Records maintained at all other activities. | Retire to nearest FRC when 2 years old. Destroy when 6 years old. |

SSIC 9078MATERIAL RECORDS

1. MATERIAL RECORDS. These records will be included in life cycle engineering and management files in support of new ship acquisition, fleet modernization and fleet materials support. Documentation includes information on materials appearance, application, brittleness, composition, environmental resistance, grades, hardness, strength, temperature limits and types.

~~Apply SSIC 9000, par. 3.~~

ADD(A) from III-9-11a →

SSIC 9079SEAWORTHINESS RECORDS

1. SEAWORTHINESS RECORDS. These records are included in life cycle engineering and management files in support of new ship acquisition, fleet modernization and fleet materials support. They include documentation on damage control, seaworthiness, stability, and water tight integrity.

~~Apply SSIC 9000, par. 3.~~

ADD(B) from III-9-11a →

SSIC 9080INTEGRATED LOGISTICS SUPPORT REQUIREMENTS

THESE RECORDS ARE INCLUDED IN LIFE CYCLE ENGINEERING AND MANAGEMENT FILES IN SUPPORT OF NEW SHIP ACQUISITION, FLEET MODERNIZATION AND FLEET MATERIALS SUPPORT EXCEPT AS SPECIFICALLY INDICATED.

1. GENERAL. These records include integrated logistics support plans, integrated logistic support elements, logistics support analysis, programming, budgeting and funding and trade off program.

~~Apply SSIC 9000, par. 3.~~

ADD(C) from III-9-11a →

ADD (A)

- a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.
- b. Records maintained for routine internal operations by all other Activities. Cut off annually. Destroy when 2 years old.

ADD (B)

- a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.
- b. Records maintained for routine internal operations by all other Activities. Cut off annually. Destroy when 2 years old.

ADD (C)

- a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.
- b. Records maintained for routine internal operations by all other Activities. Cut off annually. Destroy when 2 years old.

SSIC 9081

MAINTENANCE RECORDS

1. MAINTENANCE RECORDS. Included are records on level of repair analysis, maintenance engineering analysis, maintenance standards, material histories, navy maintenance and material management system (3M) and plan for maintenance.

~~Apply SSIC 9000, par. 3.~~

Add (A) from pg 111-9-12a →

SSIC 9082

SUPPORT AND TEST EQUIPMENT

1. SUPPORT AND TEST EQUIPMENT RECORDS. Includes calibration equipment, support equipment, special support equipment, test equipment and general and special tools.

~~Apply SSIC 9000, par. 3.~~

Add (B) from pg 111-9-12a →

~~Add (C) from pg 111-9-12c →~~

~~Add (D) from pg 111-9-12d →~~

SSIC 9083

SUPPLY SUPPORT RECORDS

1. SUPPLY SUPPORT RECORDS. Includes allowance lists, consumables, maintenance level of use, provisioning, repair parts, spare parts and supply support.

~~Apply SSIC 9000, par. 3.~~

Add (C) from page 111-9-12b →

Add (E) from page 111-9-12c →

Add (E) from page 111-9-12d →

SSIC 9084

TRANSPORTATION AND HANDLING RECORDS

1. Transportation and handling records include packaging, special handling equipment, storage and transportation modes. These records are included in the life cycle engineering and management files.

~~Apply SSIC 9000, par. 3.~~

Add (D) from page 111-9-12b →

Add (G) from page 111-9-12c →

Add (A)

- | | |
|--|--|
| a. Primary program records maintained by ASSTSECNAV for Shipbuilding and logistics. | Retire records under SSIC 4790.1 of this instruction. |
| b. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old. |
| c. Records maintained for routine internal operations by all other Activities. | Retire records under SSIC 4790.2 of this instruction. |

Add (B)

- | | |
|--|--|
| a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old. |
| b. Records maintained for routine internal operations by all other Activities. | Cut off annually. Destroy when 2 years old. |
| c. Navy Calibration Program Records. | Retire records under the appropriate section of SSIC 4734 of this instruction. |
| d. Marine Corps Calibration Program Records. | Retire records under the appropriate section of SSIC 4733 of this instruction. |

ADD (C)

- | | |
|--|--|
| a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old. |
| b. Records maintained for routine internal operations by all other Activities. | Cut off annually. Destroy when 2 years old. |

ADD (D)

- | | |
|--|---|
| a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 4 years old. |
| b. Records maintained for routine internal operations by all other Activities. | Retire records under the appropriate SSIC in Chapter 4 of this instruction. |

ADD (E)

~~SSIC 9003~~

2. COSAL REQUISITIONING AND STATUS PROCEDURES (CRASP). System provides reports and EAM supply aids which aid in ordering, monitoring of supply status, and tracking of outfitting material to its ultimate delivery to ships undergoing construction, conversion, or overhaul. System is maintained at NSC Norfolk, VA; NSC Oakland, CA, and NSC Charleston, SC.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

11-9-12c

ADD (F)

~~SSIC 9083~~

3. INTEGRATED/LOGISTICS OVERHAUL SYSTEM (ILO). System automates the ILO process of verifying the ships configuration including test equipment, produces a bill of required materials for PMS after insuring correct list; purifies repair parts list based on COSAL after verification; insures PMS repair parts are contained on the COSAL; and insures technical manuals support configuration. System generates ILO status reports and milestone tracking. System is maintained at NAVSEA Automated Data Systems Activity, Indian Head, MD.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

11-9-12 d

ADD (G)

~~SECRET~~**2A. INTEGRATED MATERIAL ACQUISITION TRACKING SYSTEM (IMATS).**

This system is the NAVSEA Navy-wide integrated management database system designed to provide online control and information pertaining to the acquisition and delivery of government furnished material for ship construction, ship overhaul, and Fleet Support and Modernization Programs.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

ENGINEERING DRAWINGS

1. SHIP AND ORDNANCE ENGINEERING DRAWINGS. Drawings for surface ships, submarines, and craft including the hull, machinery, electrical, ordnance, interior communications, NAVSEA controlled electronic, tank capacities, docking drawings, and drawings of the component parts of each for each ship, class of ships, or ordnance system that are corrected throughout the life of the ship or system.

a. BUSHIPS Master Drawings.

These drawings are a special class of Hull, Mechanical, and Electrical drawings designated as masters. Since 1955 these drawings have been maintained by the planning yard.

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| (1). Original Tracings and full size reproducible of the booklets of general plans, <i>hull lines, body plans, outboard profiles, inboard profiles, and sheer and half breath plans.</i> | Permanent. Transfer to NARA when 30 years old. |
| (2). All other original master plans and copies maintained by any activity. | Retire to nearest FRC when drawing is inactive. Destroy when 55 years old or when all vessels in the class are stricken, whichever is earlier. |
| (3). Silver film microform copies maintained at NAVSEA Engineering Drawing Support Activity (NEDSA) Portsmouth, NH. | Permanent. Transfer to NARA when 55 years old. Earlier transfer is authorized for stricken vessels. |
| (4). Silver film and Diazo copies of master plans held by all other activities. | Destroy when 30 years old. |

b. Hull, Mechanical, and Electrical (HME) Drawings.
Ship design and construction drawings, generally

prepared by the contractor and accepted by the Navy. These drawings shall include all drawings required for the construction of the ship including hull, machinery, electrical, tank capacities, booklets of general plans, as well as other drawings defined in Section 085 of General Specifications for Ships of the United States Navy.

hull lines, body plans, outboard profiles, inboard profiles, and sheer and half breadth plans

- (1). Original Tracings of the Booklet of General Plans, only for the class leader ship maintained by the Planning Yard for the class. Permanent. Retire to WNRC when drawings become inactive. Transfer to NARA when 30 years old. Earlier transfer when all ships in the class are stricken is authorized.
- (2). Original Tracings of all other HME drawings maintained by vessel Planning Yards. Retire to nearest FRC when 25 years old or when vessel is stricken, whichever is sooner. Destroy when 30 years old.
- (3). HME drawings maintained by activities other than the planning yard. If retired to an FRC, Destroy when 25 years old. If retained on board, Destroy when no longer required.
- (4). Silver microfilm aperture cards (35 mm roll film prior to 1955) of all HME drawings including class file and vendor file maintained by NEDSA, Portsmouth, NH. Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when all vessels in the class are stricken whichever is earlier.
- (5). Duplicate silver and diazo copies of HME drawings maintained by all activities other than NEDSA Portsmouth NH. Destroy when 30 years old or when vessel is stricken whichever is earlier.

- (6). Optical disk high-density digital image of HME drawings maintained at NAVSEA designated Master EDMICS site. (see SSIC 9085.4 for description of EDMIC system)
- Disposition Not Authorized. Will be substituted for SSIC 9085.1.b.(4) as the Permanent record if in approved archival form at the time of proposed transfer.
- c. Installation Control Drawings (ICD). Drawings which set forth information for an item of installed equipment in terms of area, weight, foundation requirements, space, operation and maintenance access clearance, HP air, cooling water, inert gas, draining clearance, and pipe and cable attachments required for the installation and the co-functioning of the item to be installed with related items. Also known as "RE" drawings or SWBS 807 drawings.
- (1). Original tracings maintained at NEDSA, Naval Sea Combat Systems Engineering Station (SEABAT), Norfolk, VA
- Retire to WNRC when file is inactive. Destroy when 30 years old.
- (2). Silver microfilm aperture cards of ICD's maintained at NEDSA Norfolk, and vital records set at NEDSA, Naval Ship Weapon Systems Engineering Station, Port Hueneme.
- Destroy when 55 years old.
- (3). ICD's in any form maintained by any activity, other than NEDSA.
- If retained on board, destroy when no longer required. If retired to FRC, destroy when 30 years old.
- d. NAVSEA controlled Electronic Equipment Drawings. Drawings of sonar, navigational, communications, radar, antenna systems, and similar shipboard electronics equipment under the cognizance or

control of NAVSEA.

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|--|---|
| (1). Original Tracings maintained by Naval Sea Combat Systems Engineering Station, Norfolk, VA and other In Service Engineering Agents (ISEA). | Retire to nearest FRC when drawing is inactive, Destroy when 30 years old or when equipment is obsolete whichever is earlier. |
| (2). Silver microform copies maintained at Naval Sea Combat Systems Engineering Station. | Retire to FRC when file is inactive, destroy when 55 years old or when equipment is obsolete, whichever is earlier. |
| (3). All other Electronic drawings maintained by any activity. | Retain on board. Destroy when no longer required. |

e. Ordnance Equipment and Surface Missile Systems Drawings. Engineering drawings of guns, gun mounts, turrets, rocket launchers, depth charge projectors, small arms and guns, mortars, pyrotec-
nic equipment, mine, mine countermeasures, ammu-
nition handling equipment, fire control and
optical equipment, fuzes, torpedoes, underwater
missiles and similar equipment. Engineering
drawings for Surface missile systems such as
TARTER, TERRIER, Basic Point Defense, Target
Acquisition System (TAS), NATO SEASPARROW,
HARPOON, TOMAHAWK, UNREP, MK 86 GFCS, MK 92 FCS,
Vertical Launcher System, AEGIS Combat System,
and similar future systems. (Formerly retired
under SSIC 8000.12)

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|---|--|
| (1). Original Tracing Ordnance drawings, showing complete gun mount, director, missile system, fire control system, and major components there of including complete units of small arms and landing force equipment. These are maintained at NEDSA, Naval Ordnance | Permanent. Retire to WNRC when 30 years old, Transfer to NARA when 55 years old or when equipment or system is declared obsolete, whichever is sooner. |
|---|--|

Station, Louisville, KY. (These drawings are often referred to as Level 1 drawings or systems drawings.)

- | | |
|---|--|
| <p>(2). Original tracings of ordnance drawings maintained by by Inservice Engineering Agents and other activities other than NEDSA's.</p> | <p>Transfer to NOS, Louisville (Code 802) when drawing is inactive. NOS Louisville will effect final transfer and disposition in accordance with this manual.</p> |
| <p>(3). Original tracing ordnance drawings of components and subsystems below level 1 maintained at NOS Louisville.</p> | <p>Retire to WNRC when drawing becomes inactive or when 25 years old whichever is sooner. Destroy when 55 years old or when equipment is declared obsolete whichever is sooner.</p> |
| <p>(4). Ordnance sketches (LD series and similar) and preliminary drawings not bearing a BUORD, NAVORD, BUWEPS, or NAVSEA drawing number.</p> | <p>Transfer to WNRC when sketch is inactive, destroy when 30 years old. Earlier destruction is authorized upon notification by the retiring activity.</p> |
| <p>(5). Special collection of ordnance drawings to be designated by NOS Louisville from the collection at NEDSA Louisville and drawn from those non-permanent drawings included under SSIC 9085.1.e.(3) of this instruction. This collection will show the historical development of techniques and processes used in Naval Engineering drawings and should include 5 samples of each technique or medium such as Linens, Van Dykes, Sepias, reverse sepias, Brown-</p> | <p>Permanent. Transfer directly to Cartographic Branch (NNSC) National Archives using SF 258 from drawing held at the repository to present date. Future transfers in 5 year blocks beginning in 1995.</p> |

Lines, Mylar, Cronoflex, Quadrule, Rapido-graphs, tape processes, photo processes, various ink pens and pencils, and special templates, labels, and papers.

- | | |
|---|--|
| (6). Silver microfilm aperture cards of all ordnance and ordnance systems drawings maintained at NEDSA, NOS Louisville and NEDSA, Naval Ship Weapon Systems Engineering Station (NSWSES), Port Hueneme, CA. | Permanent. Retire to WNRC when file is inactive. Transfer to NARA when 55 years old or when equipment is obsolete, whichever is earlier. |
| (7). Duplicate silver and diazo copies of ordnance and ordnance systems drawings maintained by all activities other than NEDSA Louisville and Port Hueneme. | Destroy when 30 years old or when equipment is obsolete whichever is earlier. |
| (8). Optical disk high-density digital image of ordnance drawings maintained at NAVSEA designated Master EDMICS site. (see SSIC 9085.4 for description of EDMIC system) | Disposition Not Authorized. Will be substituted for SSIC 9085.1.e.(6) as the Permanent record if in approved archival form at the time of proposed transfer. |

2. SHIPS DRAWING INDEX (SDI). An index prepared for each Navy ship which includes all Naval Ships Engineering Drawings that are applicable to that vessel. Included are ship construction drawings, systems diagrams, manufacturers equipment drawings designated as certification data sheets, equipment drawing lists and assembly drawings. Entries for each drawing include drawing title, latest revision, and whether or not designated a selected record drawing.

- | | |
|--|---|
| a. <u>Original tracings for which no silver film exists.</u> Maintained at Planning yard for the vessel. | Permanent. Retire to WNRC when vessel is decommissioned. Transfer to NARA when 55 years old or when vessel is stricken whichever is |
|--|---|

b. Original tracings that have been microfilmed.
Maintained at NEDSA Portsmouth, NH or at Planning yard.

c. Master Set of SDI's on silver microfiche. Maintained at NEDSA, Naval Shipyard Portsmouth, NH.

3. NAVSEA ENGINEERING DRAWING ASSET LOCATOR SYSTEM (NEDALS) is an database of all NAVSEA Engineering Drawings identified by NAVSEA number, title, and latest revision. System will provide the name of the activity holding the drawing and the physical form,,i.e. original tracing, film, etc. The master database will be maintained at NOS Louisville, KY. System supports NAVSEA HQ, Naval Shipyards, NEDSA's, and ISEA's.

a. Master file and historical data tapes.

b. Input data tapes and paper record.

c. Output data and reports-COM and paper.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

earlier.

Retire to nearest FRC when vessel is decommissioned
Destroy when 30 years old or when vessel is stricken whichever is earlier.

Permanent. Retire to WNRC in five year blocks contain- all vessels decommissioned during that period. Transfer to NARA when 55 years old.

Retain on board. Destroy after 3rd system backup.

Retain on board. Destroy when no longer required.

Retain on board. Destroy when no longer required for reference.

Retain on board. Destroy when superseded or no longer needed for reference.

4. ENGINEERING DRAWING MANAGEMENT INFORMATION AND CONTROL SYSTEM (EDMICS). EDMICS is an optical-disk system that will provide high-density digital image storage of all NAVSEA engineering drawings for all levels of the Naval Establishment. EDMICS is a major part of the DOD Computer-Aided Acquisition and Logistic Support Program (CALs). CALs will automate the creation, handling, and storage of all technical documentation. The target date for implementation of the EDMIC System is 1999.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data on optical disk format.

See SSIC 9085.1.b.(6) and SSIC 9085.1.e.(8) of this instruction for disposition instructions.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Retain on board. Destroy when superseded or no longer needed for reference.

SSIC 9086

TECHNICAL MANUALS AND OTHER DATA RECORDS

1. SHIP'S TECHNICAL INSTRUCTIONS. Documents that contain descriptions of ships, boats, amphibious vehicles, systems and equipments, with instructions for use. Files include publications or any other form of information intended for Navy users of equipment, or systems. They are referred to as technical manuals and cover some or all of the following: system or equipment description; instructions for initial preparation and installation, operation maintenance, and overhaul; parts listing; related technical, test or logistic information or procedures, but no administrative procedures. Publications include installation, operation, and maintenance manuals for all levels of support; systems and subsystems manuals; technical repair standards; checkoff cards, and sheets, troubleshooting procedures and aids; parts lists; field change and alteration procedures; and technical bulletins promulgated to the fleet providing specific data for a particular ship system application; e.g., ship information books, damage control books, and other manuals applicable to specific ships. (Nuclear propulsion manuals are covered in SSIC 9086, paragraph 1b.)

2

a. Record Copy, Hard Copy or Silver Halide Master Microform Manuals in Effect August 1976 and all Published Thereafter by Naval Sea Systems Command. Record Copy is at NAVSEA Control Technical Manual Management Activity (Naval Sea Data Support Activity, Naval Ship Weapons Engineering Station, Port Hueneme, CA. (Retire Hard Copy only if Silver Halide Microform is Unavailable.)

Permanent. ^{Retire} ~~Transfer~~ to WNRC when ship is stricken, ~~or when no longer needed for reference, whichever occurs later.~~ ^{TRANSFER} Offer to NARA when 30 years old.

b. Record Copy of Manuals at Naval Sea Systems Command Headquarters Canceled Prior to August 1976 and are Known Not to be in the Naval Data Support Activity Collection.

Permanent. ^{Retire} ~~Transfer~~ to WNRC when ship is stricken, ~~or when no longer needed for reference, whichever occurs later.~~ ^{6325/ea} Offer to NARA when 30 years old.

2. DOCUMENTS PROVIDING INSTRUCTION ON INSTALLATION, OPERATION, MAINTENANCE AND OVERHAUL OF NUCLEAR PROPULSION PLANTS.

a. Record Copy (Original Silver Halide Microform or Hard Copy) Held by NAVSEA Nuclear Propulsion Directorate. (Retire Hard Copy Only if Silver Film is Unavailable.)

Permanent. ^{Retire} ~~Transfer~~ to WNRC when ~~obsolete.~~ ^{Sanitized} Offer to NARA when ~~30~~ ⁵⁰ years old.

b. All Other Copies at any Activity

Retain on board. Destroy when no longer needed for reference.

Add (A) From pg 111-9-18a →

SSIC 9087

FACILITIES RECORDS

Add (B) From pg 111-9-18b →

~~1. RECORDS ON FACILITIES. Includes records on ammunition depots, facilities, repair activities, shipyards, shore-based supply depots, special range facilities, training facilities and warehousing. These records are included in the life cycle engineering management files.~~

Apply SSIC 9000, par. 3.

Add (C) from pg 111-9-18c →

SSIC 9088

PERSONNEL AND TRAINING RECORDS

~~1. PERSONNEL AND TRAINING RECORDS. These records include records on course, human factors, manning requirements, personnel, training and work study. These records are included in the life cycle engineering, management or fleet support files.~~

Apply SSIC 9000, par. 3.

Add (D) from pg 111-9-18b →

Add (A)

~~SSIC 9086~~

3. ENHANCED SHIPS TECHNICAL PUBLICATIONS SYSTEM (E-STEPS).

System provides life-cycle management support for NAVSEA and SPAWAR technical publications. E-STEPS data base maintains complete information on each publication, e.g. title, type, revision, date, group, publication applicability, stock number, ship, class, or equipment applicability, related publications, etc. System is maintained by NAVSEA and supports CNET, COMNAVTELCOM, NAVSEA Activities, and Fleet units.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

11-9-18a

ADD (B)

1. GENERAL FACILITIES RECORDS. Files and records documenting the organization and function of the activity, the implementation of plans and policies for logistic support of naval ships, and routine internal operational and administrative correspondence. These records are accumulated by training activities, shore based supply depots, warehousing activities, and similar commands. Exclude records of Naval Shipyards, SUPSHIPS, Weapons and ordnance activities, and R&D activities.

Retire to nearest FRC when 2 years old.
Destroy when 5 years old.

Add (D)

1. PERSONNEL AND TRAINING RECORDS. Correspondence, memoranda, studies, reports, and similar documents that identify manning requirements, special qualifications, and training requirements for new programs and electronic systems. Included is course development documentation. These records are accumulated by Program/Life Cycle Managers.

Retire to nearest FRC when 2 years old.
Destroy when 10 years old.

2. TRAINING COURSE ADMINISTRATIVE AND STUDENT RECORDS.

Retire records under appropriate subsection of SSIC 1500 of this instruction.

Add (C)

~~SSIC 9087~~

2. INDUSTRIAL PLANNING SYSTEM (IPS). Drawing on a data base containing a large inventory of shipyard resources, the system determines the service hours required for each existing industrial plant and the space required to meet the planned future ship workload in terms of specific ship availabilities, unscheduled, and other shipwork. Space requirements form the basis for justifications of military construction projects, and equipment service hour requirements are used for determining the number of specific equipments required to meet the workload. System is maintained at NOS Louisville.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

SSIC 9089

TRAINING EQUIPMENT RECORDS

1. TRAINING EQUIPMENT RECORDS. These include records on training devices including instrument aids, learners aids, models and mockups, text books and visual aids. These records are included in the life cycle engineering, management or fleet support files maintained only by Program/Life Cycle managers to support training on new equipment or systems under their cognizance.

~~Apply SSIC 9000, par. 3.~~
Retire to nearest FRC when 2 years old. Destroy when 6 years old.

ADD (A) from pg III-9-19a →

SSIC 9090

QUALITY ASSURANCE REQUIREMENTS RECORDS

1. QUALITY ASSURANCE REQUIREMENTS FOR SHIPS.
EXCLUDE QA Policy records from NAUSEA and SPAWARs Headquarters which are filed under SSIC 9000, 1.a.

Retire ~~and~~ Records under
~~Apply SSIC 9000, par. 1.~~
SSIC 4855 of this instruction

SSIC 9091

SHIP INSPECTION RECORDS

ADD (B) from pg III-9-19a →

2. SHIP INSPECTION RECORDS. These records include calibration qualifications, configuration audits, hull surveillance inspections, inspection system, ship inspections, material identification and visual inspection.

~~Apply SSIC 9000, par. 1.~~

ADD (C) from pg III-9-19a →

SSIC 9092

SHIP TEST RECORDS

1. SHIP TESTS RECORDS. These records include circularity, smoothness, and fairness tests, compartment tests, initial operation and evaluation tests, test indices, test memos, procedures, schedules and tightness test.

~~Apply SSIC 9000, par. 1.~~

ADD (D) from pg III-9-19a →

ADD (A)

2. TRAINING AIDS, FILMS, AND SPECIAL DEVICES RECORDS.
Records maintained by all other activities.

Retire records under appropriate subsection of SSIC 1551 of this instruction.

ADD (B)

1. INSPECTIONS CONDUCTED BY THE BOARD OF INSPECTION AND SURVEY, WASHINGTON, DC AND REGIONAL SUB BOARDS.

Retire records under the appropriate section of SSIC 4730 of this instruction.

ADD (C)

- a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.
- b. Records maintained for routine internal operations by all other Activities.
- c. Inspection reports maintained by ships and other Fleet units.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

Cut off annually. Destroy when 2 years old.

Retain on board. Destroy when 2 years old or superceded by new report, whichever is earlier.

ADD (D)

- a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities.
- b. Records maintained for routine internal operations by all other Activities.
- c. Inspection reports maintained by ships and other Fleet units.

Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old.

Cut off annually. Destroy when 2 years old.

Retain on board. Destroy when 2 years old or superceded by new report, whichever is earlier.

SSIC 9093COMBAT SYSTEMS CHECK OUT RECORDS

1. COMBAT SYSTEMS CHECK OUT RECORDS. Records include checkout of combat systems, command and control testing, consolidated operability test (COT), performance operating standards for electrical equipment, SQUAT and Weapons Systems Acceptance Test (WSAT).

ADD (A) from pg 111-9-20a →

~~Apply SSIC 9000, par. 1.~~

SSIC 9094SHIP TRIAL RECORDS

ADD (B) from pg 111-9-20a →

2. SHIP TRIAL RECORDS. Acceptance trial reports and underway trial reports for newly-constructed ships. Also performance trials, standardization trials, and tactical trials. Copies of reports of boards or sub-boards of inspection and survey and related correspondence and other documents maintained by the Naval Sea Systems Command.

ADD (C) from pg 111-9-20a →

~~Retain until superseded by new inspection report.~~

SSIC 9096WEIGHT CONTROL

1. RECORDS ON WEIGHT AND MOMENT CHANGES. Weight reports of newly constructed ships, daily planning reports, and related data.

a. Paper Copies

(1) Master copies for which no silver film exists at Naval Sea Systems Command Headquarters.

Permanent. ^{Retire} Transfer to WNRC when 4 years old. ^{Transfer} Offer to NARA when 30 years old.

ADD (A)

- | | |
|--|--|
| a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old. |
| b. Records maintained for routine internal operations by all other Activities. | Cut off annually. Destroy when 2 years old. |
| c. Inspection reports maintained by ships and other Fleet units. | Retain on board. Destroy when 2 years old or superceded by new report, whichever is earlier. |

ADD (B)

1. TRIALS CONDUCTED BY THE BOARD OF INSPECTION AND SURVEY, WASHINGTON, DC AND REGIONAL SUB BOARDS.

Retire records under the appropriate section of SSIC 4730 of this instruction.

ADD (C)

- | | |
|--|--|
| a. Records maintained by program Manager/ Life Cycle Manager and Fleet Support Activities. | Cut off annually. Retire to nearest FRC when 2 years old. Destroy when 10 years old. |
| b. Records maintained for routine internal operations by all other Activities. | Cut off annually. Destroy when 2 years old. |

(2) Filmed paper master copies

Destroy upon verification of microform.

(3) All other copies at Naval Sea Systems Command Headquarters or any other activity.

Retain on board. Destroy when no longer needed for reference.

b. Microform Copies

(1) Silver halide microform and one copy at Naval Sea Systems Command Headquarters.

Permanent. ^{Retire} ~~Transfer~~ to WNRC ^{when} ~~upon verification of microform.~~
^{54 years} ~~Offer~~ to NARA when 30 years ^{old, transfer} old.

(2) All other copies at any activity.

Retain on board. Destroy when no longer needed for local reference.

SSIC 9097

INCLINING EXPERIMENT AND TRIM DRIVE RECORDS

1. REPORTS ON INCLINING EXPERIMENTS, U.S. NAVY SHIPS. They include calculations, the inclining experiment, inclining weights, procedures, reports, and trim drive records.

Add (A) from pg 111-9-21a

~~a. Reports on Inclining Experiments, U.S. Navy Ships
They include Calculations, the Inclining Experiment, Inclining Weights, Procedures, Reports, and Trim Drive Records.~~

~~Permanent. ~~Transfer~~ to WNRC ~~when~~ no longer needed on board.
~~Offer~~ to NARA when 30 years ~~old.~~~~

~~b. All Other Copies at any Activity.~~

~~Retain on board. Destroy when no longer needed for reference.~~

ADD (A)

a. Paper Copies.

- | | |
|--|---|
| (1). Master copies maintained at NAVSEA Headquarters that have not been filmed. | Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old. |
| (2). Master copies that have been filmed. | Destroy upon verification of microfilm. |
| (3). Non-master copies maintained at NAVSEA Headquarters, and copies maintained at any other activity. | Retain on board. Destroy when no longer needed. |

b. Microform Copies.

- | | |
|--|---|
| (1). Silver halide microform and one copy maintained at NAVSEA Headquarters. | Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 30 years old. |
| (2). Other copies at any activity. | Retain on board. Destroy when no longer required. |

~~2. MICROFORM COPIES~~

~~a. Silver Halide Record Copy at Naval Sea Systems Command Headquarters.~~

~~Permanent. Transfer to WNRC upon verification of microform. Offer to NARA when 30 years old.~~

~~b. All other Copies at any Activity.~~

~~Retain on board. Destroy when no longer needed for reference.~~

SSIC 9098

MODELS AND MOCKUP RECORDS

1. These records include drawing room models, ship construction mockups and whole ship models. ~~These records are included in the life cycle engineering and management files.~~

Add (A) from P9 111-9-22a ->

~~a. Textual Records.~~

~~Apply SSIC 9000, par. 3.~~

~~b. Actual Models and Mockups.~~

~~Destroy when no longer needed.~~

SSIC 9099

PHOTOGRAPHIC RECORDS

1. PHOTOGRAPHS OF SHIPS. Files include photographs of antenna riggings, commissioning, consolidated operability tests, identification photos, progress photos, ship as completed photos, inclining experiment photos, keel laying photos, launching photos, and trial photos. ~~These records are included in the ships case file.~~

~~Apply SSIC 4700, par. 1c.
(NC1-NU-84-6)~~

add (B) from P9 111-9-22b ->

Add ^(A)

- a. Case File for each model. Includes specifications, use history file, custody receipts, loan records, and similar documents.
- b. Machinery space models, Drawing Room models, design models, and full ship models.
- c. Three dimensional mockups.

Transfer with the three dimensional model or mock-up. *Receiving activity will destroy when no longer required*

When no longer required for active use; contact Curator of Ship Models, David Taylor Research Center for disposition/shipping instructions.

When no longer required for active use; contact Director of Naval History/Curator of the Navy (OP 09BH) for disposition/shipping instructions.

ADD (B)

a. Records maintained by the Program Manager.

(1) For class leader ships

Permanent. Retire records with Ships Case file under SSIC 4700.1.c.(1).(a).1 of this instruction.

(2) For all other ships

Retire records with Ships Case File under SSIC 4700.1.c.(a).2 of this instruction.

b. Records maintained by Naval Shipyards and Ship Repair facilities.

Retire to nearest FRC when 4 years old. Destroy when 10 years old.

c. Records maintained by all other activities.

Retire to nearest FRC when 2 years old. Destroy when 6 years old.

Except where otherwise indicated ⁹⁶⁹⁰ ~~9690~~ SSIC 9100-9690

~~THESE~~ RECORDS UNDER SSIC 9100 THROUGH ~~9690~~ ARE A PART OF THE PRIMARY PROGRAM FILES OR LIFE CYCLE ENGINEERING AND MANAGEMENT FILES AS DESCRIBED IN PARAGRAPHS 9000.1 AND 9000.2, IN SUPPORT OF NEW SHIP CONSTRUCTION, FLEET MODERNIZATION AND FLEET MATERIAL SUPPORT. FOR A COMPLETE LISTING OF SUBJECTS INCLUDED IN EACH SUBJECT CATEGORY, SEE SHIPS WORK BREAKDOWN STRUCTURE, NAVSEA 0900-LP-039-9010.

Add (A) from pg III-9-25 →

SSIC 9100

HULL STRUCTURE

1. HULL STRUCTURE RECORDS, GENERAL. These records concern deckhouses, fixed ballast, foundations, main hull body, structural closures, subdivisions, welding and fastening. Exclude Primary Program Records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 200.2a

~~Apply SSIC 9000, par. 1~~
~~Retire to nearest FRC when 2 years old.~~ Destroy when 6 years old.

SSIC 9110

SHELL AND SUPPORTING STRUCTURE

1. SHELL AND SUPPORTING STRUCTURE RECORDS. Records concern for submarines, the pressure hull envelope and support structures. For air cushion vehicles and surface effect ships (acv/ses) rigid sidewall seals and flexible shirts and seals. Also included in this category are records concerning shell plating, surface and submarine hulls, inner bottom, shell appendages, stanchions, longitudinal and transverse framing for surface ships and submarines and lift system flexible shirts and seals. Exclude Primary Program records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a

~~Apply SSIC 9000, par. 1~~
~~Retire to nearest FRC when 2 years old.~~ Destroy when 6 years old.

SSIC 9120

HULL STRUCTURAL BULKHEADS

1. HULL STRUCTURAL BULKHEAD RECORDS. These records concern longitudinal and transverse structural bulkheads, trunks and enclosures, bulkheads for torpedo protection, submarine hard tanks and soft tanks. Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
~~Retire to nearest FRG~~
~~when 2 years old~~ Destroy when 6 years old.

SSIC 9130

HULL DECKS

1. HULL DECK RECORDS. These records contain information concerning all decks within the hull of the ship up to and including the strength or flight deck. Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
~~Retire to nearest FRG~~
~~when 2 years old~~ Destroy when 6 years old.

SSIC 9140

HULL PLATFORMS AND FLATS

1. HULL PLATFORMS AND FLATS RECORDS. These records contain information on all platforms and flats within the hull. Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
~~Retire to nearest FRG~~
~~when 2 years old~~ Destroy when 6 years old

SSIC 9150

DECK HOUSE STRUCTURE

1. DECK HOUSE STRUCTURE. These records concern all deck house structures on all levels of the ship and for submarines including all faired structures composed of framing and plating above the pressure or non-pressure hull that is open to the sea. This includes fairwater for bridge and mast structure, walking decks, main deck and safety tracks. Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
~~Retire to nearest FRG~~
~~when 2 years old~~ Destroy when 6 years old.

SSIC 9160

SPECIAL STRUCTURES

1. SPECIAL STRUCTURES RECORDS. These records include structural casting, forgings and equivalent weldments. Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle Management Records filed under SSIC 9000.2a

~~Apply SSIC 9000, par. 1~~
~~Retire to nearest ERG~~
~~when 2 years old~~
Destroy when 6 years old.

STACKS AND MACKS

1. STACKS AND MACKS. (Combined stack and mast) records. These records contain information on coverings, forgings, gaskets, ladders, plating, stack covers, and stack outer casing. Exclude primary Program records filed under SSIC 9000.1 and life cycle management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
~~Retire to nearest ERG~~
~~when 2 years old~~ Destroy
When 6 years old.

SSIC 9164

BALLISTIC PLATING RECORDS

1. BALLISTIC PLATING RECORDS. These records contain information on armor grading, barbette connections and supports, barbette deck wedges, conning tower and fire control tubes, splinter plating and side belt plates. Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
~~Retire to nearest ERG~~
~~when 2 years old~~ Destroy
When 6 years old.

SSIC 9100-9199

HULL STRUCTURE RECORDS

THE RECORDS IN THIS (9100-9199) SERIES ARE RELATED TO GENERAL HULL STRUCTURE RECORDS AND INCLUDE SHELL AND SUPPORTING STRUCTURE; HULL STRUCTURAL BULKHEADS; HULL DECKS; HULL PLATFORMS AND FLATS; DECK HOUSE STRUCTURE; SPECIAL STRUCTURES (STACKS AND MACKS, BALLISTIC PLATING, SONAR DOMES, AND HULL STRUCTURAL CLOSURES); MASTS, KINGPOSTS, AND SERVICE PLATFORMS; FOUNDATIONS; AND SPECIAL PURPOSE SYSTEMS (HULL) (BALLAST AND BUOYANCY UNITS AND COMPARTMENT TESTING) RECORDS.

~~Apply SSIC 9000, par. 1~~

91
SSIC 9200-9212

PROPULSION PLANT RECORDS

THE RECORDS IN THIS SERIES INCLUDES RECORDS CONCERNING THE PROPULSION PLANT OF NAVY SHIPS. THEY INCLUDE AUTOMATED SHIP CONTROL SYSTEMS, NUCLEAR AND NON-NUCLEAR ENERGY GENERATING SYSTEMS, STEAM PROPULSION UNITS, INTERNAL COMBUSTION AND ELECTRIC PROPULSION UNITS, TRANSMISSION AND PROPULSION SYSTEMS, PROPULSION SUPPORT SYSTEMS, FUEL AND LUBE OIL SYSTEMS AND SPECIAL PURPOSE PROPULSION PLANTS.

~~Apply SSIC 9000, par. 1.~~

ADD (A) from pg 11-9-26a →

SSIC 9210

ADD (B) from pg 11-9-26a →

3. NUCLEAR ENGINEERING EXAMINATIONS. Qualification examinations at NAVSEAHQ and completed by prospective engineering officers, shift test engineers, and prospective commanding officers to determine qualifications of nuclear engineers for nuclear propulsion plants in U.S. Navy ships.

a. Papers of Successfully-Completed Examinations.

Transfer to WNRC in 6-month blocks when newest examination papers are 6 months old. Destroy when newest papers are 15 years old. (NC1-NU-83-4)

b. Papers of Unsuccessfully-Completed Examinations.

Transfer to WNRC in 6-month blocks when newest examination papers are 15 months old. Destroy when newest papers are 15 years old. (NC1-NU-83-4)

Add **(A)**SSIC 9200PROPULSION PLANT

1. PROPULSION PLANT RECORDS, GENERAL. Records related to ship propulsion plants and to control systems for the propulsion plant. Records are generally accumulated at the ship level. Exclude primary program records filed under SSIC 9000.1 (non-nuclear) and 9210.1 (nuclear) and life cycle management records filed under SSIC 9000.2a.

Destroy when 6 years old.

ADD **(B)** NAVAL NUCLEAR PROPULSION INFORMATION (NNPI)

1. PRIMARY PROGRAM RECORDS. Correspondence, reports, studies, record copies of instructions and notices, and other records that document the establishment, development, and accomplishment of plans, programs, and policies related to the design, arrangement, manufacture, testing, operations, administration, training, maintenance and repair of naval nuclear-powered ships and prototypes under the Naval Nuclear Propulsion Program. Records are maintained by Nuclear Propulsion Directorate of NAVSEA (SEA 08)

Permanent. Retire to WNRC when 4 years old. Transfer to NARA when 50 years old.

2. GENERAL CORRESPONDENCE. Correspondence, reports, and other records pertaining to Naval Nuclear Propulsion Programs and procedures of activities, departments, divisions or other organizational unit concerned. Included are records of shipboard and shore-based nuclear support facilities.

Retire to nearest FRC when 4 years old. Destroy when 10 years old.

ADD (A) from pg III-9-27 a →

~~2. NAVAL NUCLEAR PROPULSION INFORMATION. Naval nuclear propulsion information concerning the design, arrangement, development, manufacture, testing, operations, administration, training, maintenance and repair of the propulsion plants of naval nuclear powered ships and prototypes including the associated shipboard and shore based nuclear support facilities.~~

~~Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 30 years old. NAVSEA (SEA 08) approval required prior to offering to NARA.~~

ADD (B) from pg III-9-27 b →

ADD (C) from pg III-9-27 c →

SSIC 9245

PROPULSORS RECORDS

1. PROPELLER INSPECTION REPORTS FOR NAVAL SHIPS

a. Paper Copies at NAVSEAHQ

Destroy upon verification of microform.

b. Paper Copies at all Other Activities

Retain on board. Destroy when no longer needed for reference.

c. Silver Microfiche at NAVSEAHQ

Retain on board. Destroy when propeller is scrapped.

d. All Other Microfiche Copies at any Activity

Retain on board. Destroy when no longer needed for reference.

ADD (D) from pg III-9-27 d

SSIC 9300-93⁹⁰

1. ELECTRIC PLANT RECORDS INCLUDE INFORMATION ON MOTORS AND ASSOCIATED EQUIPMENT, PROTECTIVE DEVICES, ELECTRIC CABLES, ELECTRICAL DESIGNATING AND MARKING, ELECTRIC POWER GENERATION, POWER DISTRIBUTION SYSTEMS, LIGHTING SYSTEMS, POWER GENERATION SUPPORT SYSTEMS, GAS TURBINES, SUPERCONDUCTING SYSTEMS AND SPECIAL PURPOSE ELECTRIC PLANTS. *Exclude primary program records filed under SSIC 9000.1 and Life Cycle management records filed under SSIC 9000.2.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 6 years old.

ADD (A)

SSIC 9220ENERGY GENERATING SYSTEMS (NON-NUCLEAR)

1. ENERGY GENERATING SYSTEM (NON-NUCLEAR). Records contain information on propulsion boilers, gas generators, main propulsion batteries, and main propulsion fuel cells. Exclude Primary program records filed under SSIC 9000.1 and Life Cycle Management Records filed under SSIC 9000.2a.

Destroy when 6 years old.

SSIC 9221STEAM BOILER RECORDS

1. BOILER RECORD SHEETS. Boiler record sheets and similar records and logs maintained by US Navy ships to monitor boiler operation.

Destroy when 2 years old.

SSIC 9230PROPULSION UNITS

1. PROPULSION UNITS. Records contain information Propulsion steam turbines, propulsion steam engines, propulsion internal combustion engines, propulsion gas turbines, electric propulsion devices, self-contained propulsion systems, auxiliary propulsion devices, and secondary and emergency propulsion systems for submarines, Exclude primary program records filed under SSIC 9000.1 and Life cycle Management Records filed under SSIC 9000.2a.

Destroy when 6 years old.

ADD (B)

SSIC 9234

PROPULSION GAS TURBINES

1. MARINE GAS TURBINE ENGINE ADP SUPPORT SYSTEM. The MTGE System is an accounting/inventory control system designed to provide timely engine management data to NAVSEA Inventory Managers. Whenever changes in the MGTE status or location occur, the designated stocking activities provide the following engine data: status, in transit, under repair, installed onboard ship, ready for issue, and status of shipping containers.

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

ADD (C)

SSIC 9240TRANSMISSION AND PROPULSION SYSTEMS

1. TRANSMISSION AND PROPULSION SYSTEMS. Records contain information on propulsion reduction gears, propulsion system clutches and couplings, propulsion shafting, shaft bearings, propulsors, propulsor shrouds and ducts, and water jet propulsors. Exclude primary program records filed under SSIC 9000.a and Life Cycle Management Records filed under SSIC 9000.2a.

Destroy when 6 years
old

ADD (D)

SSIC 9250PROPULSION SUPPORT SYSTEMS

1. PROPULSION SUPPORT SYSTEMS. Records contain information on combustion air systems, propulsion control systems, main steam piping system, condensers and air ejectors, feed water and condensate systems, circulating and cooling water systems, high pressure steam drain systems, and uptakes. Exclude primary program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a.

Destroy when 6 years old.

SSIC 9260FUEL AND LUBE OIL PROPULSION SUPPORT SYSTEMS

1. FUEL AND LUBE OIL SUPPORT SYSTEMS. Records contain information on fuel service systems, main propulsion lube oil systems, submarine shaft lube oil systems, and lube oil fill, transfer, and purification systems. Exclude primary program records filed under SSIC 9000.1 and Life Cycle Management Records filed under SSIC 9000.2a.

Destroy when 6 years old.

SSIC 9290SPECIAL PURPOSE PROPULSION PLANT SYSTEMS

1. SPECIAL PURPOSE SYSTEMS. Records contain information on the engineering operational sequencing system. Exclude primary program records filed under SSIC 9000.1 and Life Cycle Management Records filed under SSIC 9000.2a.

Destroy when 6 years old.

SSIC 9400-9445

GENERAL COMMAND AND SURVEILLANCE (SHIPBOARD INSTALLATIONS)

SSIC 9400

1. COMMAND AND SURVEILLANCE (SHIPBOARD INSTALLATION) RECORDS. Files include security requirements, personnel safety, radio frequency transmission lines, antenna requirements, grounding and bonding, electromagnetic interference reduction, and system test requirements. Files also include command and control systems and navigation systems (non-electrical and non-electronic navigation aids, electrical navigation aids (lights), radio electronic navigation systems. Acoustical

~~Apply SSIC 9000, par. 1.~~
Destroy when 10 years old.

electronic navigation systems, periscope. *Exclude Primary program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a*

DD (A) from pg 111-9-28a SSIC 9430

1.2. INTERIOR COMMUNICATIONS (IC) RECORDS. Files include switchboards for IC systems; telephone systems; announcing systems, entertainment and training systems, voice tubes and message passing scuttles; alarm, safety, and warning systems; indicating, order, and metering systems; integrated control systems; and recording and television systems. *Exclude Primary Program records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 6 years old.

1.3. EXTERIOR COMMUNICATIONS RECORDS. Files include radio systems, underwater systems, visual and audible systems, telemetry systems, teletype and facsimile systems, and security equipment systems. *Exclude Primary Program records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par. 1.~~
Destroy when 6 years old.

402 (B) from pg 111-9-28b →

SSIC 9450-9455

SURFACE

UNDERWATER SURVEILLANCE SYSTEMS, ~~SURFACE RECORDS~~

1. SURFACE SURVEILLANCE SYSTEMS RECORDS. Files include surface search radar, two and three dimensional (2nd and 3rd) air search radar, aircraft control approach radar, identification systems (IFF) multiple mode function radar, and space vehicle electronic tracking. *Exclude primary program records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 10 years old.

ADD (A)

SSIC 9402

SECURITY REQUIREMENTS RECORDS

1. COMMUNICATIONS SECURITY ENGINEERING CONTROL SYSTEM.

This system provides support to technical codes at the Space and Naval Warfare Systems Engineering Center, Portsmouth, VA. Support is provided in the following functional areas: configuration management, project management, fiscal tracking and projections, reliability and maintainability, logistics, engineering design, engineering calculations, and Tempest program. The functional and resource sponsor is CNO (OP-94).

- | | |
|---|---|
| a. <u>Master file and historical data tapes.</u> | Retain on board. Destroy after 3rd system backup. |
| b. <u>Input data tapes and paper record.</u> | Retain on board. Destroy when no longer required. |
| c. <u>Output data and reports-COM and paper.</u> | Retain on board. Destroy when no longer required for reference. |
| d. <u>Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.</u> | Retain on board. Destroy when superseded or no longer needed for reference. |

11-9-28a

ADD (3)

SSIC 9441RADIO SYSTEMS RECORDS

1. MOBILE RADIO INFORMATION SYSTEM. System allows users to add, update, or delete mobile radio inventory items and tracks those items scheduled for maintenance for a selected period. Information retained in the system includes purchase date, unit cost, repair date, and repair costs. System is sponsored by CNO (OP 094) and maintained on micro computers by participating activities.

a. Discs or other file maintenance media.

Retain on board. Destroy when no longer required.

b. Input data

Retain on board. Destroy when no longer required.

c. Output data and reports

Retain on board. Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Retain on board. Destroy when superseded or no longer needed for reference.

SSIC 9460-~~9460~~

UNDERWATER SURVEILLANCE SYSTEMS

1. UNDERWATER SURVEILLANCE SYSTEMS RECORDS. Files include fixed surveillance systems (includes active sonar), mobile surveillance systems (includes passive sonar), deployable surveillance systems (multiple mode sonar), and classification sonar. Exclude Primary Program records filed under SSIC 9000.1 and life cycle management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
Destroy when 6 years old.

SSIC 9470-9472

COUNTERMEASURES RECORDS

1. COUNTERMEASURES RECORD. Files include active and passive Electronic Countermeasures (ECM). Exclude Primary Program records filed under SSIC 9000.1 and life cycle management records filed under ~~9000~~ SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
Destroy when 6 years old

SSIC 9473

TORPEDO COUNTERMEASURES RECORDS

1. TORPEDO COUNTERMEASURES FILES. Records contain information on torpedo decoys and countermeasures including all acoustic, chemical, mechanical, and hybrid decoys, and ship silencing relating to their construction, effectiveness, performance, installation and production. Files also consist of equipment and list data, copies of station directives, and other records relating to shipboard torpedo counter-measures, ship silencing, and shipboard integration with associated sensors and Anti-Submarine Warfare (ASW) systems. Exclude Primary Program records filed under SSIC 9000.1 and life cycle management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
Destroy when 6 years old.

2. Torpedo countermeasures equipment modifications to meet revised threats or improved characteristics.

Retain on board. Destroy when superseded, when equipment is transferred to other control, or after final disposition, whichever occurs later.

SSIC 9474OTHER DECOYS RECORDS

1. OTHER DECOYS FILES. Records contain information on electronic warfare decoys including all radio programming, infrared and hybrid radio frequency/intermediate range, relating to their construction, effectiveness. Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a

~~Apply SSIC 9000, par. 1~~
Destroy when 6 years old.

SSIC 9475DEGAUSSING RECORDS

1. DEGAUSSING RECORDS. Files include information on coils, connection boxes, control equipment and magnetic silencing.

~~Apply SSIC 9000, par. 1~~
Retire and dispose of records under the appropriate Subsection of SSIC 8950 of this instruction.

SSIC 9476MINE COUNTERMEASURES (MINESWEEPING) RECORDS

1. MINE COUNTERMEASURES RECORDS. Files include information on acoustic, magnetic and mechanical minesweeping systems, trawl nets, mine countermeasures handling equipment, minefield navigation systems, mine hunting systems and pressure minesweeping systems. Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~
Destroy when 6 years old.

SSIC 9480FIRE CONTROL SYSTEMS

1. FIRE CONTROL SYSTEMS RECORDS. Files contain information concerning equipment not integral or attached to the weapons.

~~Apply SSIC 9000, par. 1~~
Retire and dispose of records under the appropriate Subsection of SSIC 8200 of this instruction

SSIC 9490-~~9492~~

SPECIAL PURPOSE SYSTEMS (COMMAND AND SURVEILLANCE) RECORDS

1. SPECIAL PURPOSE SYSTEMS RECORDS. Files include electronic test, checkout, and monitoring equipment and meteorological systems, flight control and instrument landing systems, non-combat data processing systems, and meteorological systems. Exclude Primary Program records filed under SSIC 9000.1 and Lifecycle Management Records filed under 9000.2a.

Apply ~~SSIC 9000, par. 1.~~
Destroy when 5 years old.

SSIC 9492

ELECTRONIC EQUIPMENT FOR RADIATION DETECTION, INDICATION, AND COMPUTATION (RADIAC)

1. GENERAL CORRESPONDENCE for RADIAC program. Records include, budget estimate submissions, and procurement documents, and other correspondence used in

Retain on board. Destroy after 2 years. ~~old.~~
When

~~2. BUDGET ESTIMATE SUBMISSIONS~~ the routine administration of the program.

~~Retain on board. Destroy after 4 years.~~

~~3. PROCUREMENT REQUESTS AND ORDERS~~

~~Retain on board. Destroy after 2 years.~~

~~4. INTERNAL OPERATIONS AND ADMINISTRATION~~

~~Retain on board. Destroy after 2 years.~~

25. ALL MATERIAL USED AS REFERENCES IN RESEARCH AND DEVELOPMENT

Retain on board. Destroy when no longer needed.

30. ALL RADIATION DETECTION INDICATION AND COMPUTATION (RADIAC) CASE FILES for individual units.

~~Permanent.~~ Retain on Board until unit is removed from Navy inventory then destroy.

~~7. RADIAC PUBLISHED TECHNICAL REPORTS~~

~~Permanent.~~

48. ALL MATERIAL ON MOVEMENT OF RADIOACTIVE MATERIALS

Retain on board. Destroy after 2 years.

SSIC 9500-9599AUXILIARY SYSTEMS RECORDSSSIC 9500-9509GENERAL AUXILIARY SYSTEMS RECORDSSSIC 9500GENERAL AUXILIARY SYSTEMS RECORDS

1. AUXILIARY SYSTEMS RECORDS. Files include auxiliary machinery; pumps; instruments and instrument boards, general piping requirements; overflows, air escapes, and sounding tubes; machinery and piping designations and markings; thermal insulation for piping and machinery; and thermal insulation for ventilation and air conditioning ducts. Exclude Primary Program records filed under SSIC 9000.1 and Life Cycle Management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~

Destroy when 5 years
old.

SSIC 9510-9599ENVIRONMENTAL CONTROL RECORDS

1. ENVIRONMENTAL CONTROL RECORDS. Files contain information on compartment heating, ventilation, machinery space ventilation, air conditioning, air revitalization (submarines), refrigeration and waste heat recovery systems and auxiliary boilers. Exclude Primary Program records filed under 9000.1 and life cycle management records filed under SSIC 9000.2a.

~~Apply SSIC 9000, par. 1~~

Destroy when 5 years
old.

SSIC 9520

SEAWATER SYSTEMS

1. SEAWATER SYSTEMS RECORDS. Files include information on non-propulsion seawater sprinkler, washroom and auxiliary seawater systems and plumbing. *Exclude Primary Program Records Filed under SSIC 9000.1 and Life cycle management Records Filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par.~~
Destroy when 5 years old.

SSIC 9530

FRESH WATER SYSTEMS

1. FRESH WATER SYSTEMS RECORDS. Files include information on distilling plants, cooling water portable water, auxiliary steam and drains within and outside machinery box and auxiliary fresh water cooling systems. *Exclude Primary Program records filed Under SSIC 9000.1 and lifecycle management records filed Under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 5 years old

SSIC 9540-9549

FUELS AND LUBRICANTS HANDLING AND STORAGE

1. FUELS AND LUBRICANTS RECORDS. Files include information on ship fuels, aviation and general purpose fuels, and special fuel and lubricants handling and stowage. *Exclude Primary Program records filed under SSIC 9000.1 and lifecycle management records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 5 years old

SSIC 9550-9559

AIR, GAS, AND MISCELLANEOUS FLUID SYSTEMS RECORDS

1. AIR, GAS, AND MISCELLANEOUS FLUID SYSTEMS RECORDS. Files include compressed air systems, fire extinguishing systems, and hydraulic fluid systems. *Exclude Primary Program records filed under SSIC 9000.1 and lifecycle management records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~
Destroy when 5 year old.

SSIC 9560-~~9560~~

SHIP'S CONTROL SYSTEMS RECORDS

1. SHIP'S CONTROL SYSTEMS RECORDS. Files include information on steering and diving control systems, rudders, hovering and depth control, trim system, diving planes and stabilizing fins for submarines and trim and heal systems for surface ships. *Exclude Primary Program Records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par. 1.~~
Destroy when 5 years old.

SSIC 9570-~~9570~~

MATERIAL HANDLING SYSTEMS RECORDS

1. MATERIAL HANDLING SYSTEMS RECORDS. Files include records on replenishment, replenishment at sea, ship stores and equipment handling, cargo handling, material replenishment and vertical handling and stowage systems. *Exclude Primary Program records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par. 1.~~
Destroy when 5 years old

SSIC 9580-~~9580~~

MECHANICAL HANDLING SYSTEMS RECORDS

1. MECHANICAL HANDLING SYSTEMS RECORDS. Files include anchor handling and stowage systems, mooring and towing systems, boat handling and stowage systems, mechanically operated door, gate pump, and turntable systems; elevating and retracting gear; aircraft support systems; aircraft launch support systems; and aircraft handling, servicing and storage. *Exclude Primary Program records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par. 1.~~
Destroy when 5 years old.

SSIC 9590-~~9599~~

SPECIAL PURPOSE SYSTEMS (AUXILIARY SYSTEMS) RECORDS

1. SPECIAL PURPOSE SYSTEMS (AUXILIARY SYSTEMS) RECORDS. Files include scientific and ocean engineering systems, swimmer and diver support and protection systems; environmental pollution control systems (sewage treatment and disposal, trash disposal, and incineration); submarine rescue, salvage and survival systems; towing, launching, and handling for underwater systems, handling system for divers and submersible vehicles; and salvage support systems. *Exclude Primary Program records filed under SSIC 7000.1 and Lifecycle Management records filed under SSIC 9000.2a.*

~~Apply SSIC 9000, par. 1.~~

Destroy when 5 years old.

SSIC 9600-~~9629~~

GENERAL OUTFIT AND FURNISHING RECORDS

1. GENERAL OUTFIT AND FURNISHING RECORDS. Files include hull designating and marking; draft marks; locks, keys, and tags; and rodent and vermin proofing.

~~Apply SSIC 9000, par. 1.~~

Destroy when 2 years old

SSIC 9610-~~9619~~

SHIP FITTINGS RECORDS

1. SHIP FITTING RECORDS. Files include hull fittings, rails, stanchions, lifelines and rigging and canvas records.

~~Apply SSIC 9000, par. 1.~~

Destroy when 2 years old.

SSIC 9620-~~9629~~

HULL COMPARTMENTATION RECORDS

1. HULL COMPARTMENTATION RECORDS. Files include non-structural bulkheads, floor plates and gratings; ladders; non-structural closures; and air ports; fixed port lights, and windows.

~~Apply SSIC 9000, par. 1.~~
Destroy when 24 years old

SSIC 9630-~~9639~~

PRESERVATIVES AND COVERINGS RECORDS

1. PRESERVATIVES AND COVERINGS RECORDS. Files include painting, zinc coating, cathodic protection, deck covering, hull insulation, hull damping, sheathing, refrigerated spaces, and radiation shielding. *Exclude primary program records filed under SSIC 9000.1 and Life cycle management records filed under SSIC 9000.2a*

~~Apply SSIC 9000, par. 1.~~
Destroy when 5 years old.

SSIC 9640-~~9649~~

LIVING SPACES RECORDS

1. LIVING SPACES RECORDS. Files include living spaces and furnishings, berthing and messing spaces, and sanitary spaces and fixtures.

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years old

SSIC 9650-~~9659~~

SERVICE SPACE RECORDS

1. SERVICE SPACE RECORDS. Files include commissary spaces, medical spaces, dental spaces, utility spaces (barber shop, ship's stores, and brig), laundry spaces, and trash disposal spaces.

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years old.

SSIC 9660-~~XXXX~~WORKING SPACES RECORDS

1. WORKING SPACES RECORDS. Files include offices; damage control stations; and workcenters, laboratories, test areas, and shops (including portable tools and equipment).

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years
old.

SSIC 9670STOWAGE SPACE RECORDS

1. STOWAGE SPACE RECORDS. Files include lockers and special stowage, storerooms, issue rooms and cargo stowage.

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years
old.

SSIC 9690SPECIAL PURPOSE SYSTEM (OUTFIT AND FURNISHINGS) RECORDS

1. SPECIAL PURPOSE SYSTEMS RECORDS. Files include furnishings and outfitting special purpose systems and outfit and furnishings operating fluids and repair parts and special tools.

~~Apply SSIC 9000, par. 1.~~
Destroy when 2 years
old.

SSIC 9700-~~9999~~GENERAL ARMAMENT (SHIPBOARD INSTALLATIONS) RECORDS

1. GENERAL ARMAMENT (SHIPBOARD INSTALLATION) RECORDS. Files include stowage and handling of guns and ammunition, missiles and rockets, mines, depth charges, torpedos, small arms and pyrotechnics, cargo munitions, and aircraft related weapons. Files also include special purpose systems (armament) and special weapons. They consist of correspondence, reports, drawings, and studies. They are accumulated by shipyards, ship repair facilities, and other activities concerned with the construction and maintenance of naval ships.

→ ADD(A) From pg 111-9-38a →

~~Apply SSIC 9000, par. 1.~~

Retire and Dispose of records under the appropriate Subsection under ~~of~~ SSIC 8020 of this instruction

SSIC 9800-~~9999~~GENERAL INTEGRATION AND ENGINEERING (SHIPBUILDER'S RESPONSE) RECORDS

1. GENERAL INTEGRATION AND ENGINEERING (SHIPBUILDER'S RESPONSE) RECORDS. Files include engineering services associated with the design, development, production, testing and delivery of ships including production engineering, special drawings for nuclear propulsion systems, design support, quality assurance, integrated logistic support engineering, and special purpose items.

~~Apply SSIC 9000, par. 3.~~

Destroy when 3 years old.

SSIC 9900-9999GENERAL SHIP ASSEMBLY AND SUPPORT SERVICES RECORDS

1. GENERAL SHIP ASSEMBLY AND SUPPORT SERVICES RECORDS. Files include contractual and production support services and construction support (molds and templates, launchings, and drydocking).

~~Apply SSIC 9000, par. 3.~~

Destroy when 6 years old.

ADD(B) From pg 111-9-38b

ADD(A)

~~SECRET~~

2. COMBAT SYSTEMS ALTERATION NETWORK (SEANET). The system is based on a distributive data processing network consisting of detailed databases located at and maintained by the designated responsible sources for the data and information. These databases are made accessible to users through a standardized, user friendly, menu driven inquiry and reporting system. System provides all the data and information required to manage an alteration throughout its life-cycle: From initial identification development by ISEA, through planning and budgeting, and installation and accomplishment reporting.

a. Master file and historical data tapes.

Retain on board. Destroy after 3rd system backup.

b. Input data tapes and paper record.

Retain on board. Destroy when no longer required.

c. Output data and reports-COM and paper.

Retain on board. Destroy when no longer required for reference.

d. Systems documentation to include description of data elements, file layout, code books, and operators and user manuals.

Retain on board. Destroy when superseded or no longer needed for reference.

ADD (B)

SSIC 9997DRYDOCKING RECORDS

1. DOCKING REPORTS. Reports concerning the condition of the hull and all underwater attachments to the hull that is prepared whenever a naval vessel is placed in drydock for routine overhaul or emergency repairs.

Destroy when 2 years old.