

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2015-0002
Schedule Status Approved

Agency or Establishment Department of the Navy
Record Group / Scheduling Group Navy Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Telecommunications and Information Technology
Internal agency concurrences will be provided No

Background Information Department of the Navy Records Schedule 2015 revision - Chapter 2

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
18	5	13	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2015-0002

Sequence Number	
1	Chapter 2 - Telecommunications and Information Technology
1.1	2000-1 Policy, Strategy, and Planning: Disposition Authority Number: DAA-NU-2015-0002-0001
1.2	2000-2 OPNAV Communications Centers Disposition Authority Number: DAA-NU-2015-0002-0002
1.3	2000-3 Equipment Planning and Servicing Disposition Authority Number: DAA-NU-2015-0002-0003
1.4	2000-4 Information Loss or Compromise, Major Incident Disposition Authority Number: DAA-NU-2015-0002-0004
1.5	2000-5 Extremely Low Frequency (ELF) Program Disposition Authority Number: DAA-NU-2015-0002-0005
1.6	2000-6 NATO and Allied switched systems Disposition Authority Number: DAA-NU-2015-0002-0006
1.7	2000-7 Communications Program Planning Disposition Authority Number: DAA-NU-2015-0002-0007
1.8	2000-8 Information Loss or Compromise (temporary) Disposition Authority Number: DAA-NU-2015-0002-0008
1.9	2000-9 Telecommunication Program Management Disposition Authority Number: DAA-NU-2015-0002-0009
1.10	2000-10 Telecommunication Systems Planning and Implementation Disposition Authority Number: DAA-NU-2015-0002-0010
1.11	2000-11 Data Standardization Disposition Authority Number: DAA-NU-2015-0002-0011
1.12	2000-12 Radio Frequency Risk Management Disposition Authority Number: DAA-NU-2015-0002-0012
1.13	2000-13 International/Domestic Coordination Disposition Authority Number: DAA-NU-2015-0002-0013
1.14	2000-14 General Correspondence (Information Technology and Communication s) Disposition Authority Number: DAA-NU-2015-0002-0014
1.15	2000-15 General Communications Operations Disposition Authority Number: DAA-NU-2015-0002-0015
1.16	2000-16 Routine Communications Traffic Handling/Processing Disposition Authority Number: DAA-NU-2015-0002-0016
1.17	2000-17 Transient Records

1.18

Disposition Authority Number: DAA-NU-2015-0002-0017

2000-18 COMSEC Material System

Disposition Authority Number: DAA-NU-2015-0002-0018

N1-NU-89-1 / 2000/3/A
 N1-NU-89-1 / 2000/4/E
 N1-NU-89-1 / 2014/2/A
 N1-NU-89-1 / 2021/1
 N1-NU-89-1 / 2201/1
 N1-NU-89-1 / 2207/1
 N1-NU-89-1 / 2250/1
 N1-NU-89-1 / 2281/1
 N1-NU-89-1 / 2300/1
 N1-NU-89-1 / 2300/3/A
 N1-NU-89-1 / 2316/1/B
 N1-NU-89-1 / 2500/1
 N1-NU-89-1 / 2501/1
 N1-NU-89-1 / 2501/1
 N1-NU-89-1 / 2501/3/A
 N1-NU-89-1 / 2502/2/A
 N1-NU-89-1 / 2510/1
 N1-NU-89-1 / 2510/3/A
 N1-NU-89-1 / 2530/1
 N1-NU-89-1 / 2530/3/A

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 50 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
 This schedule revision supersedes various Navy schedules.

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	2 GB
Paper	20 Cubic feet	5 Cubic feet
Microform		

1.2

Hardcopy or Analog Special Media		
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2000-2 OPNAV Communications Centers

Disposition Authority Number **DAA-NU-2015-0002-0002**

All incoming and outgoing messages received, relayed or sent (by whatever means) by communications centers of CNO; Commander, Pacific Command; and Commander, Atlantic Command.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
2000-2	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-1 / 2310/1/A/1
N1-NU-89-1 / 2310/1/B
N1-NU-89-1 / 2310/2/A/1
N1-NU-89-1 / 2310/2/A/3**

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is undetermined.**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital	100 GB	50 GB
Paper	100 Cubic feet	10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

2000-3 Equipment Planning and Servicing

Disposition Authority Number **DAA-NU-2015-0002-0003**

Information relating to establishment/disestablishment of communications facilities, major changes to communications systems, interoperability of communication equipment and systems with allied navies, policies and agreements regarding equipment and equipment servicing.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
2000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-89-1 / 2083/1
N1-NU-89-1 / 2089/2
N1-NU-89-1 / 2206/3/C
N1-NU-89-1 / 2506/1
N1-NU-89-1 / 2830/2/A
N1-NU-89-1 / 2830/5
N1-NU-89-1 / 2880/2/A

Disposition Instruction

Cutoff Instruction **Cutoff at end of Calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is unknown.**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	2 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.4

2000-4 Information Loss or Compromise, Major Incident

Disposition Authority Number **DAA-NU-2015-0002-0004**

Information relating to major instances of loss or compromise of classified cryptographic material. All instances of the loss/compromise of classified cryptographic material undergo investigation. It is considered a major incident if the investigation determines 1) compromise is confirmed, and 2) probability of damage to national security cannot be discounted; or 3) significant activity weakness is revealed. Also includes any incident indicating a deliberate compromise of classified information or possible indications of foreign government or intelligence involvement in collection against the United States.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
2000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-1 / 2212/1/A

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 50 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.5

2000-5 Extremely Low Frequency (ELF) Program

Disposition Authority Number DAA-NU-2015-0002-0005

Information relating to environmental impact on ELF Program and resulting public and congressional interest, at CNO, Naval Computers and Telecommunications Command, and Space and Naval Warfare Systems Command. Records which document the intense public interest in the ELF program, especially concerning health and environmental issues. Includes briefing papers and slides, health studies, congressional correspondence, photographs and press briefings.

Final Disposition Permanent

Item Status Active

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
2000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-89-1 / 2046/1**

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.6

2000-6 NATO and Allied switched systems

Disposition Authority Number **DAA-NU-2015-0002-0006**

Information pertaining to NATO and Allied switched systems such as the NATO Integrated Communication System (NICS), Telegraphic Automatic Relay Equipment (TARE), Initial Voice Switching Network (IVSN), the NATO Secure Voice System, etc. These systems handle data traffic and voice traffic.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
2000-6	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-1 / 2072/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 15 year(s) after cutoff

Additional Information

GAO Approval Not Required

2000-7 Communications Program Planning

Disposition Authority Number DAA-NU-2015-0002-0007

Information relating to planning, programming, procurement, or installation of manpower, funding or equipment used in the fleet broadcast system to include the approval and authorization of frequency allocations, usage of radio frequencies, and Army/Navy/Air Force/Coast Guard interoperability standards.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

1.7

1.9

Additional Information

GAO Approval **Not Required**

2000-9 Telecommunication Program Management

Disposition Authority Number **DAA-NU-2015-0002-0009**

Information relating to the operation of telecommunications programs [E.G. Extremely Low Frequency (ELF), Defense Telephone Systems (DTS), Command Switch System (CSS), Navy Administrative Telephone System (NATS), Federal Telecommunications Systems (FTS), AUTODIN I and II, AUTOVON/DSN, Fleet/ NATO Broadcast, Wide/Narrow Band programs, and Communication Traffic Analysis]. This includes but is not limited to project case files, resourcing, and general correspondence.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
2000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation

- N1-NU-89-1 / 2031/1
- N1-NU-89-1 /2032/1
- N1-NU-89-1 / 2044/1
- N1-NU-89-1 / 2046/2
- N1-NU-89-1 / 2060/1
- N1-NU-89-1 / 2061/1
- N1-NU-89-1 / 2063/1
- N1-NU-89-1 / 2066/1
- N1-NU-89-1 / 2069/1
- N1-NU-89-1 / 2070/3
- N1-NU-89-1 / 2071/1
- N1-NU-89-1 / 2071/2
- N1-NU-89-1 / 2073/1
- N1-NU-89-1 / 2081/3
- N1-NU-89-1 / 2086/1
- N1-NU-89-1 / 2089/1
- N1-NU-89-1 / 2089/4
- N1-NU-89-1 / 2280/1
- N1-NU-89-1 / 2311/1
- N1-NU-89-1 / 2400/1

1.10

N1-NU-89-1 / 2792/2
N1-NU-89-1 / 2797/1
N1-NU-89-1 / 2801/1
N1-NU-89-1 / 2803/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

2000-10 Telecommunication Systems Planning and Implementation

Disposition Authority Number DAA-NU-2015-0002-0010

Information relating to the planning, programming, manpower, funding, and procurement or installation of Department of the Navy communication systems.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
2000-10	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-1 / 2007
N1-NU-89-1 / 2008
N1-NU-89-1 / 2010
N1-NU-89-1 / 2012/1
N1-NU-89-1 / 2012/2
N1-NU-89-1 / 2012/3
N1-NU-89-1 / 2012/4
N1-NU-89-1 / 2020/1
N1-NU-89-1 / 2021/2
N1-NU-89-1 / 2026/3
N1-NU-89-1 / 2040/1
N1-NU-89-1 / 2041/1
N1-NU-89-1 / 2042/1
N1-NU-89-1 / 2043/1
N1-NU-89-1 / 2045/1
N1-NU-89-1 / 2047/1

N1-NU-89-1 / 2050/1
N1-NU-89-1 / 2051/1
N1-NU-89-1 / 2052/1
N1-NU-89-1 / 2054/1
N1-NU-89-1 / 2804/1

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year.**
Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

1.11

2000-11 Data Standardization

Disposition Authority Number **DAA-NU-2015-0002-0011**

Information pertaining to the standardization of data elements in order that identical data in various systems are uniformly identified, defined, coded, and sequenced.

Final Disposition **Temporary**
Item Status **Active**
Is this item media neutral? **Yes**
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
2000-11	SECNAV M-5210.1

GRS or Superseded Authority Citation **N1-NU-86-3 / 12292/1**

Disposition Instruction

Cutoff Instruction **Cutoff at end of calendar year**
Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

1.12

2000-12 Radio Frequency Risk Management

Disposition Authority Number **DAA-NU-2015-0002-0012**

Information relating to the effect of radio frequency energy on personnel, flammable mixtures, ordnance and communications and electronic equipment from

a hazard standpoint. (Exclude policy and standard procedure records covered by SSIC 5100, Safety and Occupational Health.)

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
2000-12	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-1 / 2460/3

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year
Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

2000-13 International/Domestic Coordination

Disposition Authority Number DAA-NU-2015-0002-0013

Information relating to interoperability of communications equipment to be sold, leased or loaned, or pertaining to the exchange of communication information between the Navies of Australia, Canada, New Zealand, the United Kingdom and the United States; between the United States and other NATO countries; and between the United States and individual foreign countries (bilateral) and regions; and information relating to the coordination between the military services and the federal government of air traffic control.

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
Do any of the records covered by this item exist as structured electronic data? Yes

1.13

N1-NU-89-1 / 2092/1
N1-NU-89-1 / 2093/2
N1-NU-89-1 / 2093/3
N1-NU-89-1 / 2099/1
N1-NU-89-1 / 2099/1
N1-NU-89-1 / 2110/1
N1-NU-89-1 / 2120/1
N1-NU-89-1 / 2130/1
N1-NU-89-1 / 2140/1
N1-NU-89-1 / 2150/1
N1-NU-89-1 / 2160/1
N1-NU-89-1 / 2180/1
N1-NU-89-1 / 2200/1
N1-NU-89-1 / 2250/2
N1-NU-89-1 / 2280/2
N1-NU-89-1 / 2280/7
N1-NU-89-1 / 2284/1
N1-NU-89-1 / 2300/2
N1-NU-89-1 / 2311/3
N1-NU-89-1 / 2313
N1-NU-89-1 / 2320/1
N1-NU-89-1 / 2321/1
N1-NU-89-1 / 2322/1
N1-NU-89-1 / 2340/1
N1-NU-89-1 / 2341/1
N1-NU-89-1 / 2342/1/A
N1-NU-89-1 / 2342/1/B
N1-NU-89-1 / 2343/1
N1-NU-89-1 / 2344/1
N1-NU-89-1 / 2345/1
N1-NU-89-1 / 2500/2
N1-NU-89-1 / 2501/2
N1-NU-89-1 / 2510/2
N1-NU-89-1 / 2530/2
N1-NU-89-1 / 2710/1
N1-NU-89-1 / 2720/1
N1-NU-89-1 / 2730/1
N1-NU-89-1 / 2740/1
N1-NU-89-1 / 2750/1
N1-NU-89-1 / 2802/1

Disposition Instruction

Cutoff Instruction

Cutoff at end of calendar year.

Retention Period

Destroy 3 year(s) after cutoff

1.15

Additional Information

GAO Approval **Not Required**

2000-15 General Communications Operations

Disposition Authority Number **DAA-NU-2015-0002-0015**

Information relating to general transactions, the day-to-day administration, and operation of communications programs. This includes but is not limited to Satellite Communications Systems, Military Affiliate Radio System, COMSEC equipment installation, COMSEC Material System, communications traffic handling/processing, radio interference, electromagnetic compatibility; Fleet Operational Telecommunications Program (FOTP); Operational Readiness Evaluation (OPE); telecommunications quality monitoring and control; afloat communication support; and the general operation of defense communications systems.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
2000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation

- N1-NU-89-1 / 2050/2
- N1-NU-89-1 / 2093/1
- N1-NU-89-1 / 2093/4
- N1-NU-89-1 / 2206/1/A
- N1-NU-89-1 / 2206/1/B
- N1-NU-89-1 / 2206/1/C
- N1-NU-89-1 / 2206/2/A
- N1-NU-89-1 / 2206/2/B
- N1-NU-89-1 / 2206/2/C
- N1-NU-89-1 / 2206/3/A
- N1-NU-89-1 / 2206/3/B
- N1-NU-89-1 / 2206/3/B/1
- N1-NU-89-1 / 2206/3/B/2
- N1-NU-89-1 / 2210/1
- N1-NU-89-1 / 2280/10
- N1-NU-89-1 / 2280/3/C
- N1-NU-89-1 / 2280/3/J
- N1-NU-89-1 / 2280/3/K
- N1-NU-89-1 / 2310/3/A/2

N1-NU-89-1 / 2310/3/A/3
N1-NU-89-1 / 2210/3/A/7
N1-NU-89-1 / 2310/4/B
N1-NU-89-1 / 2310/5/A/2
N1-NU-89-1 / 2310/5/A/3
N1-NU-89-1 / 2310/5/A/7
N1-NU-89-1 / 2310/6/B
N1-NU-89-1 / 2310/7
N1-NU-89-1 / 2311/2/B
N1-NU-89-1 / 2314
N1-NU-89-1 / 2316/1/A
N1-NU-89-1 / 2400/2
N1-NU-89-1 / 2400/3
N1-NU-89-1 / 2410/2/B
N1-NU-89-1 / 2420/1
N1-NU-89-1 / 2420/2
N1-NU-89-1 / 2420/3
N1-NU-89-1 / 2420/4
N1-NU-89-1 / 2430/1
N1-NU-89-1 / 2450/1
N1-NU-89-1 / 2450/2
N1-NU-89-1 / 2450/3
N1-NU-89-1 / 2450/4
N1-NU-89-1 / 2450/5
N1-NU-89-1 / 2460/1
N1-NU-89-1 / 2460/2
N1-NU-89-1 / 2521/1
N1-NU-89-1 / 2522/1
N1-NU-89-1 / 2023/1
N1-NU-89-1 / 2023/2
N1-NU-89-1 / 2023/3
N1-NU-89-1 / 2026/1
N1-NU-89-1 / 2026/2
N1-NU-89-1 / 2083/2
N1-NU-89-1 / 2095/1
N1-NU-89-1 / 2096/1
N1-NU-89-1 / 2097/1
N1-NU-89-1 / 2098/1
N1-NU-89-1 / 2100
N1-NU-89-1 / 2206/1/D
N1-NU-89-1 / 2300/3/B
N1-NU-89-1 / 2310/5/A/4
N1-NU-89-1 / 2310/5/B/1
N1-NU-89-1 / 2319/1
N1-NU-89-1 / 2324/1
N1-NU-89-1 / 2410/2/A

N1-NU-89-1 / 2502/1
 N1-NU-89-1 / 2506/2
 N1-NU-89-1 / 2760/1
 N1-NU-89-1 / 2760/2
 N1-NU-89-1 / 2780/1
 N1-NU-89-1 / 2780/2
 N1-NU-89-1 / 2790/1
 N1-NU-89-1 / 2791/1
 N1-NU-89-1 / 2782/1
 N1-NU-89-1 / 2793/1
 N1-NU-89-1 / 2830/3
 N1-NU-89-1 / 2830/4
 N1-NU-89-1 / 2860/1
 N1-NU-89-1 / 2880/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
 Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.16

2000-16 Routine Communications Traffic Handling/Processing

Disposition Authority Number DAA-NU-2015-0002-0016

Includes routine communications traffic handling/processing such as naval messages received/sent.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
2000-16	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-1 / 2092/2
 N1-NU-89-1 / 2093/5
 N1-NU-89-1 / 2099/2
 N1-NU-89-1 / 2310/3/A/1
 N1-NU-89-1 / 2310/3/A/5
 N1-NU-89-1 / 2310/3/A/6

- N1-NU-89-1 / 2310/3/A/8
- N1-NU-89-1 / 2310/3/A/9
- N1-NU-89-1 / 2310/3/B/1
- N1-NU-89-1 / 2310/3/B/2
- N1-NU-89-1 / 2310/3/C
- N1-NU-89-1 / 2310/4/A
- N1-NU-89-1 / 2310/4/C
- N1-NU-89-1 / 2310/4/D
- N1-NU-89-1 / 2310/4/E
- N1-NU-89-1 / 2310/4/F
- N1-NU-89-1 / 2310/4/G
- N1-NU-89-1 / 2310/5/A/1
- N1-NU-89-1 / 2310/5/A/5
- N1-NU-89-1 / 2310/5/A/6
- N1-NU-89-1 / 2310/5/A/8
- N1-NU-89-1 / 2310/5/A/9
- N1-NU-89-1 / 2310/5/B/2
- N1-NU-89-1 / 2310/6/A
- N1-NU-89-1 / 2311/2/A
- N1-NU-89-1 / 2325/1
- N1-NU-89-1 / 2790/2

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
Retention Period 6 months after cutoff.

Additional Information

GAO Approval Not Required

1.17

2000-17 Transient Records

Disposition Authority Number DAA-NU-2015-0002-0017

Information related to information management and telecommunications that has minimal or no documentary or evidential value. Includes routine communications traffic handling/processing such as naval messages received/sent.

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
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2000-17	SECNAV M-5210.1
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GRS or Superseded Authority Citation
 N1-NU-89-1 / 2280/3/B
 N1-NU-89-1 / 2280/3/D
 N1-NU-89-1 / 2280/3/E/1
 N1-NU-89-1 / 2280/3/G
 N1-NU-89-1 / 2280/3/H
 N1-NU-89-1 / 2280/4/A
 N1-NU-89-1 / 2280/4/B
 N1-NU-89-1 / 2280/9
 N1-NU-89-1 / 2310/6/C
 N1-NU-89-1 / 2310/6/D
 N1-NU-89-1 / 2310/6/E
 N1-NU-89-1 / 2310/6/F
 N1-NU-89-1 / 2251/1
 N1-NU-89-1 / 2252/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
 Retention Period 6 months after cutoff.

Additional Information

GAO Approval Not Required

2000-18 COMSEC Material System

Disposition Authority Number DAA-NU-2015-0002-0018

Information relating to COMSEC Material System and the accounting, distribution, and stowage of COMSEC material.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
2000-18	SECNAV M-5210.1

1.18

GRS or Superseded Authority Citation	N1-NU-89-1 / 2280/11 N1-NU-89-1 / 2280/3/A N1-NU-89-1 / 2280/3/F N1-NU-89-1 / 2280/3/I N1-NU-89-1 / 2280/3/M N1-NU-89-1 / 2280/5 N1-NU-89-1 / 2282/1 N1-NU-89-1 / 2283/1 N1-NU-89-1 / 2285/1
Disposition Instruction	
Retention Period	Destroy or delete following COMSEC procedures.
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/21/2015	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/01/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/15/2016	Submit For Certification	Brent Dockter	Records Management Analyst	Chief of Naval Operations staff - DNS-5
03/15/2016	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
06/21/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/29/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Ret.	DAU
2000	Telecommunications and Information Technology:	The records described in this chapter relate to the management and operation of all types of communication services, facilities, information technology and systems. They are created or accumulated by departmental bureaus, headquarters Marine Corps and Navy and Marine Corps offices and field activities that exercise management	N/A	N/A	x	N/A

2000-1	Policy, Strategy and Planning:	Information relating to the planning and development of telecommunications and information		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 50 years after	x	
2000.1	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	1. PRIMARY PROGRAM CORRESPONDENCE. FILES OF THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV) (N6), COMMANDER, NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND (NCTC). AND		Permanent. Retire to the Washington National Records Center (WNRC) when 10 years old. Transfer to the National Archives and Records Administration (NARA) when 20 years old.	p	N1-NU-89-1 / 2000/1
2000.3a	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	3. TELECOMMUNICATIONS PUBLICATIONS AND INSTRUCTIONS. a. Records set. (One copy		Permanent. Transfer to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier.	p	N1-NU-89-1 / 2000/3/A
2000.4a	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	4. TELECOMMUNICATIONS PLANS ISSUED BY ECHELON 1 (CHIEF OF NAVAL OPERATIONS		Permanent. Transfer to nearest FRC when superseded, cancelled, or no longer needed for reference, whichever is	p	N1-NU-89-1 / 2000/4/E-
2014.2a	2. CONTINGENCY PLANS.	a. Record copy.		Permanent. Retire to WNRC when superseded, cancelled, or no longer required for reference, whichever is earlier.	p	N1-NU-89-1 / 2014/2/A

2021.1	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEMS (WWMCCS) RECORDS	1. PRIMARY PROGRAM RECORDS. Records accumulated by CNO and Commander, Space and Naval Warfare Systems Command relating to preparing, coordinating, issuing, and interpreting 1. Primary program		Permanent. Retire to WNRC when 5 years old. Transfer to National Archives when 20 years old.	p	N1-NU-89-1 / 2021/1
2201.1	COMMUNICATIONS SECURITY (COMSEC) RECORDS. POLICY AND DOCTRINE	1. Primary program correspondence accumulated by Commander, Naval Security Group relating to communications security within the Department of the Navy including plans, doctrine programming and guidance developed by naval security agency (nsa) and the cno and development and promulgation of procedural instructions applicable to the Department Of The Navy's communications materials		Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every	p	N1-NU-89-1 / 2201/1
2207.1	OPERATING AND MAINTENANCE MANUALS	1. Record copy maintained by program sponsor.		Permanent. Transfer to NARA per SSIC 2201.	p	N1-NU-89-1 / 2207/1
2250.1	CRYPTOGRAPHIC EQUIPMENT, GENERAL	1. PRIMARY PROGRAM RECORDS relating to policy and procedures regarding cryptographic equipment.		Permanent. Retire to the Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Transfer to NARA entire record series of 5 year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every	p	N1-NU-89-1 / 2250/1

2281.1	POLICY, PLANS AND PROCEDURES	1. Records relating to development and implementation of plans, policy, procedures, doctrine, programming and guidance both internal and external to the Communications Security Materiel System, accumulated at the Office of the Director, CMS and at the CNO level. Includes records relating to liaison and coordination matters and development and issuance of procedural instructions applicable to communications security.		Permanent. Retire to: Commander, Naval Security Group Activity Attn: N14-Archives 9800 Savage Road, Suite 6585 Fort George G. Meade, MD 20755 when 2 years old Transfer to NARA entire records series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every	p	N1-NU-89-1 / 2281/1
2300.1	GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS	1. FILES OF OPNAV (N6), Space And Naval Warfare Systems Command and The Naval Computer and Telecommunications		Permanent. Retire to the WNRC when 10 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2300/1
2300.3a	GENERAL COMMUNICATIONS METHODS AND	2 ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and		Permanent Apply SSIC 2000.3.	p	N1-NU-89-1 / 2300/3/A
2316.1b	TRAFFIC STATISTICAL DATA RECORDS	1 Records filed at NCTC concerning trends and statistics for message traffic volumes, manual		Permanent Retire to FRC when 10 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2316/1/B
2500.1	SI COMMUNICATIONS RECORDS – GENERAL	1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, Commander, Naval Security Group (COMNAVSECGRU), Director, Office of Naval Intelligence and flag level headquarters, such as memoranda, letters, messages, reports and attachments, documenting high level Department of the Navy SI communications policy.		Permanent. Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50	p	N1-NU-89-1 / 2500/1

2501.1	SI COMMUNICATIONS PLANNING AND MANAGEMENT	1. PRIMARY PROGRAM RECORDS. Records relating to the Navy's policy and		Permanent. Transfer to NARA per par. 2500.1.	p	N1-NU-89-1 / 2501/1
2501.3a	SI COMMUNICATIONS PLANNING AND	3. PLANS. a. Record copy of Navy-		Permanent. Transfer to NARA per para. 2500.1.	p	N1-NU-89-1 / 2501/3/A
2502.2a	SI COMMUNICATION PROCEDURES	2. PUBLICATIONS. a. Official record copy developed by program sponsor.		Permanent. Return to: Commander, Naval Security Group Activity, Attn. N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50	p	N1-NU-89-1 / 2502/2/A
2510 1	SI COMMUNICATIONS SYSTEMS - GENERAL	1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, COMNAVSECGRU, flag level headquarters and the office of program sponsor. Includes: plans for installation and concepts of operations; records relating to actual installation and concepts of operations, and records relating to actual installation schedules and system obsolescence and removal. For routine		Permanent. Return to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50	p	N1-NU-89-1 / 2510/1
2510.3a	SI COMMUNICATIONS SYSTEMS - GENERAL	3. PUBLICATIONS. a. Official record copy		Permanent. Apply para. 2510.1.	p	N1-NU-89-1 / 2510/3/A

2530.1	SI TACTICAL COMMUNICATIONS - GENERAL	1. PRIMARY PROGRAM CORRESPONDENCE. Records of OPNAV, COMNAVSECGRU, flag headquarters and the office of program sponsor. Includes plans for installation, concept of operations and records relating to actual installation schedules and systems obsolescence and removal. For routine administrative correspondence at these commands use SSIC		Permanent. Retire to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6S85, Fort George G. Meade, MD 20755, when 2 years old. Offer to NARA entire record series or 5-year blocks thereof, if unclassified or declassified, when 50 years old or sooner. Records series for which special protection has been extended beyond 50	p	N1-NU-89-1 / 2530/1
2530.3a	SI TACTICAL COMMUNICATIONS -	3. PUBLICATIONS. a. Official record copy		Permanent. Apply SSIC subparagraph 2530.1.	p	N1-NU-89-1 / 2530/3/A

2000-2	OPNAV Communications Centers:	All incoming and outgoing messages received, relayed or sent (by whatever means) by		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after	x	
2310.1a(1)	TRAFFIC HANDLING/PROCESSING RECORDS	1. OPNAV COMMUNICATIONS CENTER.		Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer	p	N1-NU-89-1 / 2310/1/A/1
2310 1b	TRAFFIC HANDLING/PROCESSING RECORDS	1. OPNAV COMMUNICATIONS CENTER		PERMANENT. Cut off annually. Retire to WNRC when 2 years old. Transfer	p	N1-NU-89-1 / 2310/1/B
2310.2a(1)	TRAFFIC HANDLING/PROCESSING RECORDS	2. COMMANDER IN CHIEF U.S. PACIFIC COMMAND (USCINCPAC) and COMMANDER IN CHIEF U.S. ATLANTIC COMMAND (USACOM) COMMUNICATIONS		Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2310/2/A/1
2310.2a(3)	TRAFFIC HANDLING/PROCESSING RECORDS	2. COMMANDER IN CHIEF U.S. PACIFIC COMMAND (USCINCPAC) and COMMANDER IN CHIEF U.S. ATLANTIC COMMAND (USACOM) COMMUNICATIONS		Permanent. Cut off file annually. Retire to WNRC when 2 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2310/2/A/3

2000-3	Equipment Planning and Servicing:	Information relating to establishment/disestablishment of communications facilities, major changes to		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after	x	
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2083.1	SUBMARINE BROADCAST RECORDS	1. MULTICHANNEL AND SINGLE CHANNEL PLANNING RECORDS.		Permanent. Retire to FRC when 4 years old. Transfer to NARA when 20 years	p	N1-NU-89-1 / 2083/1
2089.2	NATO BROADCAST COMMUNICATIONS RECORDS	2. MULTICHANNEL, SINGLE CHANNEL, AND NATO PLANNING		Permanent. Retire to FRC when 4 years old. Transfer to NARA when 20 years	p	N1-NU-89-1 / 2089/2
2206.3c	COMSEC EQUIPMENT INSTALLATION	3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current COMSEC equipment.		Permanent. Transfer to NARA per SSIC 2201.	p	N1-NU-89-1 / 2206/3/C
2506.1	SI COMMUNICATIONS EQUIPMENT AND	1. MINUTES of board meetings and supporting		Permanent. Transfer to NARA per para. 2500.1.	p	N1-NU-89-1 / 2506/1
2830.2a	GENERAL COMMUNICATION CONSOLIDATION RECORDS	2. AUS-CAN-NZ-UK-US, NATO; AND BILATERAL/REGIONAL INTEROPERABILITY RECORDS. Records pertaining to interoperability of		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 25 years old.	p	N1-NU-89-1 / 2830/2/A
2830.5	GENERAL COMMUNICATION CONSOLIDATION	5 AGREEMENTS AND MEMORANDA OF UNDERSTANDING		Permanent. Retire to WNRC when 10 years old. Transfer to NARA when 25	p	N1-NU-89-1 / 2830/5
2880.2a	TELECOMMUNICATIONS OPERATING	2. TELCOR SUMMARY. a. Master copy filed at		Permanent. Transfer to NARA 25 years after	p	N1-NU-89-1 / 2880/2/A

2000-4	Information Loss or Compromise, Major Incidents:	Information relating to major instances of loss or compromise of classified cryptographic material. All instances of the loss/compromise of classified cryptographic		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 50 years after cutoff.	x	
2212.1a	LOSS OR COMPROMISE	1. Records relating to loss or compromise of		Permanent. Transfer to NARA per SSIC 2201.	p	N1-NU-89-1 / 2212/1/A

2000-5	Extremely Low Frequency (ELF) Program	Information relating to environmental impact on ELF Program and resulting public and congressional interest, at CNO, Naval Computers and		PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 20 years after cutoff.	x	
2046.1	EXTREMELY LOW FREQUENCY (ELF) (SUCCESSOR TO SEAFARER, SHELF, SANGUINE)	1. RECORDS relating to environmental impact on ELF Program and resulting public and congressional interest, at CNO, Naval Computers and		Permanent. Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.	p	N1-NU-89-1 / 2046/1

2000-6	NATO and Allied switched systems:	Information pertaining to NATO and Allied switched systems such as the NATO Integrated		TEMPORARY: Cutoff at end of calendar year. Destroy 15 years after cutoff.	x	
2072.1	NORTH ATLANTIC TREATY ORGANIZATION (NATO)/ALLIED SYSTEMS RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to NATO and Allied switched systems such as the NATO		Transfer to FRC when 5 years old. Destroy when 15 years old.	30	N1-NU-89-1 / 2072/1

2000-7	Communications Program Planning:	Information relating to planning, programming, procurement, or installation of manpower.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x	
2070.1	SWITCHED SYSTEMS-NETWORKS RECORDS-GENERAL	1. PLANNING RECORDS. General correspondence pertaining to planning for		Retain on board. Destroy when 10 years old.	10	N1-NU-89-1 / 2070/1
2081.1	FLEET BROADCAST RECORDS	1. MULTICHANNEL, AND SINGLE CHANNEL PLANNING RECORDS. Records pertaining to the		Transfer to FRC when 4 years old Destroy when 10 years old.	10	N1-NU-89-1 / 2081/1
2083.3	SUBMARINE BROADCAST RECORDS	3. RESOURCES RECORDS. Records pertaining to programming,		Retain on board Transfer to FRC when 4 years old. Destroy when 10 years	10	N1-NU-89-1 / 2083/3
2410.1	ALLOCATION/ASSIGNMENT RECORDS	1. ALLOCATION RECORDS. Records documenting the application, coordination,		Transfer to WNRC on revocation of allocation. Destroy 10 years after	10	N1-NU-89-1 / 2410/1
2440.1	USAGE RECORDS	1. Frequency Usage Records Records of actual		Destroy when 10 years old.	10	N1-NU-89-1 / 2440/1
2830.1	GENERAL COMMUNICATION	1. JOINT STANDARDS AND INTEROPERABILITY		Retire to WNRC when 3 years old. Destroy when	10	N1-NU-89-1 / 2830/1

2000-8	Information Loss or Compromise, Minor Incident:	Information relating to major instances of loss or compromise of classified cryptographic material. All	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	x	
2212 1b	LOSS OR COMPROMISE	1. Records relating to loss or compromise of		Destroy when 10 years old or when no longer	10	N1-NU-89-1 / 2212/1/B

2000-9	Telecommunication Program Management:	Information relating to the operation of telecommunications programs [E.G. Extremely Low Frequency (ELF), Defense Telenhone	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	x	
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2031.1	WIDE BAND RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 5 years old.	7	N1-NU-89-1 / 2031/1
2032 1	NARROW BAND RECORDS	1. GENERAL CORRESPONDENCE FILES		Destroy when 5 years old	7	N1-NU-89-1 /2032/1
2044.1	TACAMO (TAKE CHARGE AND MOVE OUT)	1. GENERAL CORRESPONDENCE FILES. Routine records relating to		Destroy when 5 years old	7	N1-NU-89-1 / 2044/1
2046.2	EXTREMELY LOW FREQUENCY (ELF) (SUCCESSOR TO	2. GENERAL CORRESPONDENCE FILES. Routine files at the above		Destroy when 5 years old.	7	N1-NU-89-1 / 2046/2
2060 1	TELEPHONE SYSTEMS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2060/1
2061.1	DEFENSE TELEPHONE SYSTEMS (DTS)	1. GENERAL CORRESPONDENCE FILES.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2061/1
2063.1	COMMAND SWITCH SYSTEM (CSS)	1. GENERAL CORRESPONDENCE FILES.		Retain on board. Destroy when 5 years old	7	N1-NU-89-1 / 2063/1
2066.1	NAVY ADMINISTRATIVE TELEPHONE SYSTEM	1. GENERAL CORRESPONDENCE FILES.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2066/1
2069.1	FEDERAL TELECOMMUNICATIONS	1. GENERAL CORRESPONDENCE FILES		Retain on board Destroy when 5 years old.	7	N1-NU-89-1 / 2069/1
2070.3	SWITCHED SYSTEMS-NETWORKS RECORDS-	3. RESOURCES RECORDS. General correspondence		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2070/3
2071.1	AUTODIN I/AUTODIN II RECORDS	1. INTEGRATED AUTODIN SYSTEM ARCHITECTURE		Destroy when 5 years old.	7	N1-NU-89-1 / 2071/1
2071.2	AUTODIN I/AUTODIN II RECORDS	2. AUTODIN I RECORDS Records pertaining to		Destroy when 5 years old.	7	N1-NU-89-1 / 2071/2
2073.1	AUTOVON/DSN	1. GENERAL CORRESPONDENCE FILES Files pertaining to plans,		Destroy when 5 years old.	7	N1-NU-89-1 / 2073/1
2081.3	FLEET BROADCAST RECORDS	3. RESOURCES RECORDS. Records pertaining to		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2081/3
2086.1	ANTI-SUBMARINE WARFARE (ASW) (VP) BROADCAST RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to all		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2086/1
2089.1	NATO BROADCAST COMMUNICATIONS	1. GENERAL CORRESPONDENCE FILES		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2089/1
2089.4	NATO BROADCAST COMMUNICATIONS	4. RESOURCES RECORDS. Records pertaining to		Destroy when 5 years old.	7	N1-NU-89-1 / 2089/4
2280 1	COMSEC MATERIAL SYSTEM, GENERAL	1. ROUTINE CORRESPONDENCE concerning COMSEC Material System (CMS) accounts filed in Office of the Director, CMS.		Transfer to: Commander, Naval Security Group Activity, Attn: N14-Archives, 9800 Savage Road, Suite 6585, Fort George G Meade, MD	7	N1-NU-89-1 / 2280/1
2311 1	TRAFFIC ANALYSIS/ENGINEERING RECORDS	1. TRAFFIC ENGINEERING RECORDS. Records pertaining to the development of message		Destroy when 5 years old.	7	N1-NU-89-1 / 2311/1

2400.1	GENERAL MANAGEMENT RECORDS	1. GENERAL SPECTRUM MANAGEMENT RECORDS.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2400/1
2792.2	PRIMARY SUPPORT STATION (NAVAL COMMUNICATIONS)	2 PRIMARY/SECONDARY SHIP/ShORE SYSTEM RECORDS. Records		Retain on board Destroy when 5 years old.	7	N1-NU-89-1 / 2792/2
2797.1	HIGH COMMAND (HICOM) RECORDS	1. HICOM COMMUNICATIONS NETS RECORDS. Records		Destroy when 5 years old.	7	N1-NU-89-1 / 2797/1
2801.1	SUBSYSTEM PROJECT PLAN (SPP) RECORDS	1. GENERAL CORRESPONDENCE FILE. Files pertaining to major		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2801/1
2803.1	MASTER INSTALLATION INFORMATION PLAN (MIIP) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files prepared by major		Destroy when 5 years old or superseded, whichever is later.	7	N1-NU-89-1 / 2803/1

2000-10	Telecommunication Systems Planning and Implementation:	Information relating to the planning, programming, manpower, funding, and	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after	x	
2007	TELECOMMUNICATIONS RECORDS	CIRCUIT MAYFLOWER (AND SUCCESSOR PROGRAM TITLES) RECORDS. GENERAL		Destroy when 5 years old.	7	N1-NU-89-1 / 2007
2008	TELECOMMUNICATIONS RECORDS	CLARINET MERLIN (AND SUCCESSOR PROGRAM TITLES) RECORDS GENERAL		Destroy when 5 years old.	7	N1-NU-89-1 / 2008
2010	TELECOMMUNICATIONS RECORDS	SPECIAL SYSTEMS/NETWORKS (IN GENERAL) RECORDS GENERAL		Destroy when 5 years old.	7	N1-NU-89-1 / 2010
2012.1	TACTICAL NET RECORDS	1. COMMAND AND CONTROL (C2), FLEET FLASH NET (FFN), AND		Destroy when 5 years old.	7	N1-NU-89-1 / 2012/1
2012.2	TACTICAL NET RECORDS	2. TACTICAL NET OPERATIONS RECORDS.		Destroy when 5 years old.	7	N1-NU-89-1 / 2012/2
2012.3	TACTICAL NET RECORDS	3. TACTICAL NET RESOURCES RECORDS.		Destroy when 5 years old.	7	N1-NU-89-1 / 2012/3
2012.4	TACTICAL NET RECORDS	4. PROJECT IMPLEMENTATION RECORDS. Records		Destroy when 5 years old.	7	N1-NU-89-1 / 2012/4
2020.1	GENERAL AUTOMATED SYSTEMS RECORDS	1. PROJECT IMPLEMENTATION RECORDS. Records pertaining to all		Destroy when 5 years old.	7	N1-NU-89-1 / 2020/1

2021.2	WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEMS (WWMCCS) RECORDS	2. GENERAL CORRESPONDENCE FILES. Files of all other offices concerning the WWMCCS		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2021/2
2026.3	RECORDS PERTAINING TO SHORE AUTOMATED SYSTEMS	3. AUTOMATED SYSTEMS RESOURCES RECORDS. Records pertaining to the		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2026/3
2040.1	STRATEGIC SYSTEMS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 5 years old.	7	N1-NU-89-1 / 2040/1
2041.1	MINIMUM ESSENTIAL EMERGENCY COMMUNICATIONS NETWORK (MEECN)	1. GENERAL CORRESPONDENCE FILES. Files pertaining to planning, resources, and		Destroy when 5 years old.	7	N1-NU-89-1 / 2041/1
2042.1	IMPROVED EMERGENCY MESSAGE AUTOMATIC TELETYPE SYSTEM	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to		Destroy when 5 years old.	7	N1-NU-89-1 / 2042/1
2043.1	JCS ALERTING NET (JCSAN)	1. GENERAL CORRESPONDENCE FILES.		Destroy when 5 years old.	7	N1-NU-89-1 / 2043/1
2045.1	AIRBORNE NATIONAL COMMAND POST (ABNCP)	1. GENERAL CORRESPONDENCE FILES.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2045/1
2047.1	VERDIN	1. GENERAL CORRESPONDENCE FILES relating to this VLF receiving and transmitting		Destroy when 5 years old.	7	N1-NU-89-1 / 2047/1
2050.1	SATELLITE COMMUNICATIONS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 5 years old.	7	N1-NU-89-1 / 2050/1
2051.1	ASHORE SATCOM SYSTEMS	1. GENERAL CORRESPONDENCE FILES.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2051/1
2052.1	AFLOAT SATCOM SYSTEMS	1. GENERAL CORRESPONDENCE FILES.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2052/1
2054.1	SATELLITE NAVIGATION SYSTEMS	1. GENERAL CORRESPONDENCE FILES.		Retain on board. Destroy when 5 years old.	7	N1-NU-89-1 / 2054/1
2804.1	BASIC ELECTRONICS SYSTEM ENGINEERING PLAN (BESEP) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files and records of		Destroy when 5 years old or superseded, whichever is later.	7	N1-NU-89-1 / 2804/1

2000-11	Data Standardization:	Information pertaining to the standardization of data elements in order		TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after	x	
12292.1	PERSONNEL DATA STANDARDIZATION RECORDS	1. Records Pertaining to the Standardization of Data Elements in Order		Retain on board. Destroy when 5 years old or superseded, whichever is	7	N1-NU-86-3 / 12292/1

2000-12	Radio Frequency Risk Management:	Information relating to the effect of radio frequency energy on personnel.	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 6 years after	x	
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2460.3	GENERAL FREQUENCY SOUNDERS RECORDS	3. Radiation Hazard (RADHAZ) Records. Routine records of the effect of radio frequency		Destroy when 6 years old.	7	N1-NU-89-1 / 2460/3
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2000-13	International/Domestic Coordination:	Information relating to interoperability of communications equipment to be sold, leased or loaned, or pertaining to the exchange	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	x	
2830.2b	GENERAL COMMUNICATION CONSOLIDATION RECORDS	2. AUS-CAN-NZ-UK-US; NATO; AND BILATERAL/REGIONAL INTEROPERABILITY RECORDS. Records pertaining to interoperability of		Destroy when 5 years old.	7	N1-NU-89-1 / 2830/2/B
2830.6	GENERAL COMMUNICATION CONSOLIDATION RECORDS	6. MF/HF AND VHF/UHF EQUIPMENT RECORDS Routine administrative and operational records		Destroy when 5 years old.	7	N1-NU-89-1 / 2830/6
2830.7	GENERAL COMMUNICATION CONSOLIDATION RECORDS	7. AIR TRAFFIC CONTROL RECORDS. Records pertaining to the		Destroy when 5 years old.	7	N1-NU-89-1 / 2830/7
2830.8	GENERAL COMMUNICATION CONSOLIDATION RECORDS	8. AIRCRAFT COMMUNICATIONS PROCEDURES RECORDS. Routine records		Destroy when 5 years old.	7	N1-NU-89-1 / 2830/8

2000-14	General Correspondence (Information Technology and Communications):	Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	x	
2000.2	GENERAL TELECOMMUNICATIONS SYSTEMS RECORDS	2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to		Destroy when 2 years old.	3	N1-NU-89-1 / 2000/2
2013.1	MOBILE-TRANSPORTABLE RECORDS	1. GENERAL CORRESPONDENCE FILES		Destroy when 2 years old.	3	N1-NU-89-1 / 2013/1
2014.1	CONTINGENCY COMMUNICATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES. Records pertaining to		Destroy when 2 years old.	3	N1-NU-89-1 / 2014/1
2015.1	VISUAL COMMUNICATIONS RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to visual		Destroy when 2 years old.	3	N1-NU-89-1 / 2015/1

2016.1	DEFENSE COMMUNICATIONS	1. General Correspondence Files.		Destroy when 2 years old.	3	N1-NU-89-1 / 2016/1
2030.1	SECURE VOICE SYSTEMS (EXCLUDING AUTOSEVOCOM)	1. GENERAL CORRESPONDENCE FILES. Routine operational and		Destroy when 2 years old.	3	N1-NU-89-1 / 2030/1
2060.2	TELEPHONE SYSTEMS RECORDS	2. TELEPHONE SERVICE RECORDS. Requests for		Retain on board. Destroy when 1 years old.	3	N1-NU-89-1 / 2060/2
2070.2	SWITCHED SYSTEMS-NETWORKS RECORDS-GENERAL	2. OPERATIONS RECORDS. General correspondence relating to operations of		Destroy when 2 years old.	3	N1-NU-89-1 / 2070/2
2074.1	AUTOSEVOCOM RECORDS (AND SUCCESSOR	1. GENERAL CORRESPONDENCE FILES.		Destroy when 2 years old.	3	N1-NU-89-1 / 2074/1
2080.1	GENERAL BROADCAST SYSTEMS RECORDS	1. GENERAL CORRESPONDENCE. Routine administrative		Destroy when 3 years old.	3	N1-NU-89-1 / 2080/1
2081.2	FLEET BROADCAST RECORDS	2. OPERATIONS RECORDS. Records pertaining to the		Destroy when 2 years old.	3	N1-NU-89-1 / 2081/2
2089.3	NATO BROADCAST COMMUNICATIONS	3. OPERATIONS RECORDS. Records pertaining to the		Retain on board. Destroy when 2 years old.	3	N1-NU-89-1 / 2089/3
2092.1	COMMERCIAL REFILE/CLASS "E"	1. COMMERCIAL REFILE RECORDS.		Destroy when 1 year old.	3	N1-NU-89-1 / 2092/1
2093.2	MILITARY AFFILIATE RADIO SYSTEM	2. EXCESS EQUIPMENT RECORDS. Includes		Destroy when 2 years old.	3	N1-NU-89-1 / 2093/2
2093.3	MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO	3. GENERAL CORRESPONDENCE FILES. Routine, administrative		Destroy when 2 years old.	3	N1-NU-89-1 / 2093/3
2099.1	MERCHANT SHIP COMMUNICATIONS (MERCOMS) RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to the broadcast system used		Destroy when 2 years old	3	N1-NU-89-1 / 2099/1
2110.1	SHORT-HAUL LEASED CIRCUITS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 3 years old.	3	N1-NU-89-1 / 2110/1
2120.1	LONG-HAUL LEASED CIRCUITS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 3 years old.	3	N1-NU-89-1 / 2120/1
2130.1	ON-BASE CIRCUITS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 2 years old.	3	N1-NU-89-1 / 2130/1
2140.1	LEASED EQUIPMENT/TERMINALS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 3 years old.	3	N1-NU-89-1 / 2140/1
2150.1	LEASED EQUIPMENT/TERMINALS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 3 years old.	3	N1-NU-89-1 / 2150/1
2160.1	LANDLINES RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 3 years old.	3	N1-NU-89-1 / 2160/1
2180.1	TELECOMMUNICATIONS SERVICE REQUEST (TSR)	1. GENERAL CORRESPONDENCE FILES.		Destroy when 3 years old.	3	N1-NU-89-1 / 2180/1
2200.1	COMMUNICATIONS SECURITY GENERAL	1. ROUTINE ADMINISTRATIVE RECORDS relating to		Destroy when 2 years old or when no longer needed for operations, whichever	3	N1-NU-89-1 / 2200/1
2250.2	CRYPTOGRAPHIC EQUIPMENT, GENERAL	2. ADMINISTRATIVE CORRESPONDENCE		Destroy when 2 years old or when no longer needed	3	N1-NU-89-1 / 2250/2

2280.2	COMSEC MATERIAL SYSTEM, GENERAL	2. GENERAL CORRESPONDENCE at all		Destroy when 2 years old	3	N1-NU-89-1 / 2280/2
2280.7	COMSEC MATERIAL SYSTEM, GENERAL	7. Routine Messages relating to CMS matters.		Destroy when 2 years old.	3	N1-NU-89-1 / 2280/7
2284.1	AUTOMATED DATA PROCESSING SUPPORT	1. Routine records relating to development, maintenance and		Destroy when 2 years old or when no longer needed for operations whichever	3	N1-NU-89-1 / 2284/1
2300.2	GENERAL COMMUNICATIONS	2. ACTIVITIES GENERAL CORRESPONDENCE FILES.		Destroy when 2 years old.	3	N1-NU-89-1 / 2300/2
2311.3	TRAFFIC ANALYSIS/ENGINEERING RECORDS	3. GENERAL CORRESPONDENCE FILES. Routine files pertaining to		Destroy when 2 years old.	3	N1-NU-89-1 / 2311/3
2313.	QUALITY CONTROL RECORDS	GENERAL CORRESPONDENCE FILES. Routine files pertaining to		Destroy when 1 year old.	3	N1-NU-89-1 / 2313
2320.1	GENERAL ROUTING DOCTRINE RECORDS	1. ACTIVITIES GENERAL CORRESPONDENCE FILES.		Destroy when 2 years old.	3	N1-NU-89-1 / 2320/1
2321 1	COMMUNICATION ALTERNATE ROUTING	1. GENERAL CORRESPONDENCE FILES.		Destroy when 1 year old.	3	N1-NU-89-1 / 2321/1
2322.1	STABILIZED ROUTING FOR AFLOAT COMMAND	1. GENERAL CORRESPONDENCE FILES		Destroy when 1 year old.	3	N1-NU-89-1 / 2322/1
2340.1	GENERAL ADDRESS DESIGNATORS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 2 years old.	3	N1-NU-89-1 / 2340/1
2341.1	Plain Language Address Directory (PLAD) RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 2 years old.	3	N1-NU-89-1 / 2341/1
2342.1a	AIG'S/CAD'S/GENERAL MESSAGE RECORDS	1. General Correspondence Files		Destroy when 1 year old.	3	N1-NU-89-1 / 2342/1/A
2342.1b	AIG'S/CAD'S/GENERAL MESSAGE RECORDS	1. General Correspondence Files.		Destroy when 1 year old.	3	N1-NU-89-1 / 2342/1/B
2343.1	ROUTING INDICATORS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 1 year old.	3	N1-NU-89-1 / 2343/1
2344.1	INTERNATIONAL CALL SIGNS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 3 years old.	3	N1-NU-89-1 / 2344/1
2345.1	VOICE CALL SIGNS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 3 years old.	3	N1-NU-89-1 / 2345/1
2500.2	SI COMMUNICATIONS RECORDS – GENERAL	2. ROUTINE ADMINISTRATIVE		Destroy when 2 years old.	3	N1-NU-89-1 / 2500/2
2501.2	SI COMMUNICATIONS PLANNING AND	2. ROUTINE ADMINISTRATIVE		Destroy when 2 years old.	3	N1-NU-89-1 / 2501/2
2510.2	SI COMMUNICATIONS SYSTEMS - GENERAL	2. ROUTINE OPERATIONAL AND ADMINISTRATIVE		Destroy when 2 years old.	3	N1-NU-89-1 / 2510/2
2530.2	SI TACTICAL COMMUNICATIONS -	2. Routine operational and administrative		Destroy when 2 years old.	3	N1-NU-89-1 / 2530/2
2710.1	CIRCUITRY AND NETWORK RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 2 years old	3	N1-NU-89-1 / 2710/1
2720.1	EXERCISES RECORDS	1. EXERCISE (AFLOAT COMMUNICATION		Destroy when 2 years old.	3	N1-NU-89-1 / 2720/1
2730.1	REQUIREMENTS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 1 year old.	3	N1-NU-89-1 / 2730/1

2740.1	READINESS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 1 year old.	3	N1-NU-89-1 / 2740/1
2750.1	PLANS RECORDS	1. GENERAL CORRESPONDENCE FILES.		Destroy when 2 years old.	3	N1-NU-89-1 / 2750/1
2802.1	MANAGEMENT ENGINEERING PLAN (MEP) RECORDS	1. GENERAL CORRESPONDENCE FILES. Files pertaining to the assignment of		Retain on board. Destroy 1 year after disestablishment of installation.	3	N1-NU-89-1 / 2802/1

2000-15	General Communications Operations:	Information relating to general transactions, the day-to-day administration, and operation of communications programs. This includes but is not limited to	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 3 years after cutoff.	x	
2050.2	SATELLITE COMMUNICATIONS (SATCOM) SYSTEMS	2. MIJI (Meaconing, Intrusion, Jamming and Interference) Reports.		Destroy when 2 years old.	3	N1-NU-89-1 / 2050/2
2093.1	MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO	1. MEMBERSHIP DOCUMENTS. Includes membership applications		Destroy 1 year after termination of membership.	3	N1-NU-89-1 / 2093/1
2093.4	MILITARY AFFILIATE RADIO SYSTEM (MARS)/AMATEUR RADIO	4. STATION LOGS Documents reflecting the time stations go on and off		Destroy 1 year after final entry.	3	N1-NU-89-1 / 2093/4
2206.1a	COMSEC EQUIPMENT INSTALLATION	1. IMPLEMENTATION PROGRAMS		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/1/A
2206.1b	COMSEC EQUIPMENT INSTALLATION	1. IMPLEMENTATION PROGRAMS.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/1/B
2206.1c	COMSEC EQUIPMENT INSTALLATION	1. IMPLEMENTATION PROGRAMS.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/1/C
2206.2a	COMSEC EQUIPMENT INSTALLATION	2. ACQUISITION OF CURRENT EXISTING		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/2/A
2206.2b	COMSEC EQUIPMENT INSTALLATION	2. ACQUISITION OF CURRENT EXISTING		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/2/B
2206.2c	COMSEC EQUIPMENT INSTALLATION	2. ACQUISITION OF CURRENT EXISTING		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/2/C
2206.3a	COMSEC EQUIPMENT INSTALLATION	3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/3/A
2206.3b	COMSEC EQUIPMENT INSTALLATION	3. COMSEC EQUIPMENT CONFIGURATION CONTROL. Changes and modifications to current		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/3/B

2206.3b(1)	COMSEC EQUIPMENT INSTALLATION	3 COMSEC EQUIPMENT CONFIGURATION CONTROL Changes and modifications to current COMSEC equipment.		Destroy when 2 years old.	3	N1-NU-89-1 / 2206/3/B/1
2206.3b(2)	COMSEC EQUIPMENT INSTALLATION	3. COMSEC EQUIPMENT CONFIGURATION CONTROL Changes and modifications to current COMSEC equipment.		Destroy when 2 years old	3	N1-NU-89-1 / 2206/3/B/2
2210.1	PHYSICAL SECURITY OF CRYPTOGRAPHIC EQUIPMENT AND	1 Records relating to the physical security of cryptographic equipment		Destroy when 2 years old or when no longer needed for operations whichever	3	N1-NU-89-1 / 2210/1
2280.10	COMSEC MATERIAL SYSTEM, GENERAL	10. RECEIPTS from Armed Forces Courier Service,		Destroy when 1 year old.	3	N1-NU-89-1 / 2280/10
2280.3c	COMSEC MATERIAL SYSTEM, GENERAL	3 LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy when 2 years old.	3	N1-NU-89-1 / 2280/3/C
2280.3j	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy when 2 years old	3	N1-NU-89-1 / 2280/3/J
2280.3k	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy when 2 years old.	3	N1-NU-89-1 / 2280/3/K
2310.3a(2)	TRAFFIC HANDLING/PROCESSING RECORDS	3 COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files.		Destroy when 3 years old.	3	N1-NU-89-1 / 2310/3/A/2
2310.3a(3)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files.		Destroy when 2 years old.	3	N1-NU-89-1 / 2310/3/A/3
2310.3a(7)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files.		Destroy when 12 months old.	3	N1-NU-89-1 / 2210/3/A/7
2310 4b	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 2 years old.	3	N1-NU-89-1 / 2310/4/B
2310 5a(2)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit		Destroy when 3 years old.	3	N1-NU-89-1 / 2310/S/A/2

2310.5a(3)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radionphoto files: circuit		Destroy when 2 years old.	3	N1-NU-89-1 / 2310/5/A/3
2310.5a(7)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radionphoto files: circuit		Destroy when 12 months old.	3	N1-NU-89-1 / 2310/5/A/7
2310.6b	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 2 years old.	3	N1-NU-89-1 / 2310/6/B
2310.7	TRAFFIC HANDLING/PROCESSING RECORDS	7. EXERCISE MESSAGE HANDLING RECORDS.		Destroy when 1 year old.	3	N1-NU-89-1 / 2310/7
2311.2b	TRAFFIC ANALYSIS/ENGINEERING RECORDS	2. SPEED OF SERVICE OF TELECOMMUNICATIONS RECORDS.		Destroy when 1 year old.	3	N1-NU-89-1 / 2311/2/B
2314.	COMMUNICATIONS EVALUATION RECORDS	Case files at Naval Computer and Telecommunications Command (NCTC)		Destroy 2 years after action is completed or when no longer needed for reference after action	3	N1-NU-89-1 / 2314
2316.1a	TRAFFIC STATISTICAL DATA RECORDS	1. Records filed at NCTC concerning trends and statistics for message traffic volumes, manual		Destroy when 2 years old.	3	N1-NU-89-1 / 2316/1/A
2400.2	GENERAL MANAGEMENT RECORDS	2. SPECTRUM MANAGEMENT TRAINING		Destroy when 2 years old.	3	N1-NU-89-1 / 2400/2
2400.3	GENERAL MANAGEMENT RECORDS	3. SPECTRUM MANAGEMENT		Destroy when 2 years old.	3	N1-NU-89-1 / 2400/3
2410.2b	ALLOCATION/ASSIGNMENT RECORDS	2 ASSIGNMENT RECORDS. Records of proposals, authorizations, assignments, deletions		Retain on board. Destroy 2 years after revocation.	3	N1-NU-89-1 / 2410/2/B
2420.1	INTERFERENCE RECORDS	1. RADIO FREQUENCY INTERFERENCE RECORDS. Records of		Destroy when 2 years old.	3	N1-NU-89-1 / 2420/1
2420.2	INTERFERENCE RECORDS	2. RADIO NOISE RECORDS. Records of background		Destroy when 2 years old.	3	N1-NU-89-1 / 2420/2

2420.3	INTERFERENCE RECORDS	3. INTERFERENCE (MAN MADE) RECORDS. Records of electromagnetic noises		Destroy when 2 years old.	3	N1-NU-89-1 / 2420/3
2420.4	INTERFERENCE RECORDS	4. ELECTROMAGNETIC PULSE (EMP) RECORDS. Records of the		Destroy when 2 years old.	3	N1-NU-89-1 / 2420/4
2430.1	PROPAGATION RECORDS	1. Propagation Records. Records of special		Destroy when 2 years old.	3	N1-NU-89-1 / 2430/1
2450.1	GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS	1. ELECTROMAGNETIC COMPATIBILITY ANALYSIS CENTER (ECAC) RECORDS.		Destroy when 2 years old.	3	N1-NU-89-1 / 2450/1
2450.2	GENERAL ELECTROMAGNETIC	2. ELECTROMAGNETIC COMPATIBILITY		Destroy when 2 years old.	3	N1-NU-89-1 / 2450/2
2450 3	GENERAL ELECTROMAGNETIC	3. ELECTROMAGNETIC COMPATIBILITY AIRCRAFT		Destroy when 2 years old.	3	N1-NU-89-1 / 2450/3
2450.4	GENERAL ELECTROMAGNETIC COMPATIBILITY RECORDS	4. OTHER ELECTROMAGNETIC COMPATIBILITY RECORDS.		Destroy when 2 years old.	3	N1-NU-89-1 / 2450/4
2450.5	GENERAL ELECTROMAGNETIC	5. ELECTROMAGNETIC COMPATIBILITY PROGRAM		Destroy when 2 years old.	3	N1-NU-89-1 / 2450/5
2460.1	GENERAL FREQUENCY SOUNDERS RECORDS	1. RADIO FREQUENCY COORDINATION RECORDS.		Destroy when 2 years old.	3	N1-NU-89-1 / 2460/1
2460.2	GENERAL FREQUENCY SOUNDERS RECORDS	2. RADIO FREQUENCY ENERGY RECORDS. Records of energy (power)		Destroy when 2 years old.	3	N1-NU-89-1 / 2460/2
2521.1	SI HFDF COMMUNICATIONS	1. Monthly reports on circuit reliability.		Destroy when 2 years old.	3	N1-NU-89-1 / 2521/1
2522.1	SI HFDF COMMUNICATIONS	1. Records relating to shift of network control among		Destroy when 1 year old.	3	N1-NU-89-1 / 2522/1
2023 1	RECORDS PERTAINING TO SHIPBOARD AUTOMATED COMMUNICATIONS SYSTEMS	1. NAVY MODULAR AUTOMATED COMMUNICATIONS SYSTEMS (NAVMACS), INFORMATION EXCHANGE SYSTEM (IXS), MESSAGE		Retain on board. Destroy when no longer needed.	wnln	N1-NU-89-1 / 2023/1
2023.2	RECORDS PERTAINING TO SHIPBOARD AUTOMATED	2. AUTOMATED SYSTEMS OPERATIONS RECORDS.		Retain on board. Destroy when no longer needed.	wnln	N1-NU-89-1 / 2023/2
2023.3	RECORDS PERTAINING TO SHIPBOARD AUTOMATED	3. AUTOMATED SYSTEMS RESOURCES RECORDS.		Retain on board Destroy when no longer needed.	wnln	N1-NU-89-1 / 2023/3
2026.1	RECORDS PERTAINING TO SHORE AUTOMATED SYSTEMS	1. NAVY COMMUNICATION PROCESSING AND ROUTING SYSTEM (NAVCOMPARS), LOCAL DIGITAL MESSAGE EXCHANGE (LDMX), IXS.		Retain on board. Destroy when no longer needed.	wnln	N1-NU-89-1 / 2026/1
2026.2	RECORDS PERTAINING TO SHORE AUTOMATED	2. AUTOMATED SYSTEMS OPERATIONS RECORDS.		Retain on board. Destroy when no longer needed.	wnln	N1-NU-89-1 / 2026/2

2083.2	SUBMARINE BROADCAST RECORDS	2. OPERATIONS RECORDS Records pertaining to the		Destroy when superseded	wnln	N1-NU-89-1 / 2083/2
2095.1	FLEET COMMAND CENTER/TASK FORCE COMMAND CENTER (FCC/TFCC)	1. GENERAL CORRESPONDENCE. These are routine records about systems which carry information pertaining to fleet operations. This SSIC		Retain on board. Destroy when systems are obsolete or when no longer needed for reference. For disposition of operational data carried	wnln	N1-NU-89-1 / 2095/1
2096.1	OCEAN SURVEILLANCE INFORMATION SYSTEM (OSIS) RECORDS	1. GENERAL CORRESPONDENCE. These are routine records about a system which carries current information on		Retain on board. Destroy when system is obsolete or no longer needed for reference. For disposition of data carried on this	wnln	N1-NU-89-1 / 2096/1
2097.1	SOUND SURVEILLANCE SYSTEM/SURVEILLANCE TOWED ARRAY SYSTEM (SOSUS/SURTAS) RECORDS	1. GENERAL CORRESPONDENCE. Routine records relating to collection and processing of undersea acoustic data Records concern		Retain on board. Destroy when system is obsolete or when no longer needed for reference. For disposition of data collected and processed	wnln	N1-NU-89-1 / 2097/1
2098.1	ANTISUBMARINE WARFARE (ASW) RECORDS	1. GENERAL CORRESPONDENCE FILES. Routine files pertaining to ASW communications including the Antisubmarine Warfare		Retain on board. Destroy when system is obsolete or when no longer needed for reference. For disposition of data collected and processed	wnln	N1-NU-89-1 / 2098/1
2100	MERCHANT SHIP COMMUNICATIONS (MERCOMS) RECORDS	TELECOMMUNICATIONS SERVICES RECORDS - GENERAL. These are case files containing		Retain on board. Destroy when system is obsolete or when no longer needed for reference.	wnln	N1-NU-89-1 / 2100
2206.1d	COMSEC EQUIPMENT INSTALLATION	1. IMPLEMENTATION PROGRAMS.		Destroy when action is completed.	wnln	N1-NU-89-1 / 2206/1/D
2300.3b	GENERAL COMMUNICATIONS METHODS AND PROCEDURES RECORDS	2. ACTIVITIES GENERAL CORRESPONDENCE FILES. Files include reports and other papers relating to		Retain on board. Destroy when no longer required for reference.	wnln	N1-NU-89-1 / 2300/3/B
2310.5a(4)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files; circuit		Destroy when cancelled.	wnln	N1-NU-89-1 / 2310/5/A/4

2310.5b(1)	TRAFFIC HANDLING/PROCESSING RECORDS	(5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit		Destroy upon inactivation of vessel	wnln	N1-NU-89-1 / 2310/5/B/1
2319.1	MESSAGE FORMATS AND PROCEDURES RECORDS	1. GENERAL CORRESPONDENCE FILES Files pertaining to		Retain on board. Destroy when superseded, obsolete, or no longer	wnln	N1-NU-89-1 / 2319/1
2324.1	ACP-117 LISTING RECORDS	1. GENERAL CORRESPONDENCE FILES Files pertaining to Allied		Retain on board. Destroy when incorporated in revised edition or change	wnln	N1-NU-89-1 / 2324/1
2410.2a	ALLOCATION/ASSIGNMENT RECORDS	2. ASSIGNMENT RECORDS. Records of proposals, authorizations, assignments, deletions and cumulative resources		Overwrite old assignments when obsolete.	wnln	N1-NU-89-1 / 2410/2/A
2502.1	SI COMMUNICATION PROCEDURES	1. ROUTINE OPERATIONAL CORRESPONDENCE.		Destroy when no longer needed for operations.	wnln	N1-NU-89-1 / 2502/1
2506.2	SI COMMUNICATIONS EQUIPMENT AND	2. ROUTINE ADMINISTRATIVE		Destroy when relevant system is superseded.	wnln	N1-NU-89-1 / 2506/2
2760.1	OPERATING RECORDS	1. FLEET OPERATIONAL TELECOMMUNICATIONS PROGRAM (FOTP)		Destroy when 2 years old.	3	N1-NU-89-1 / 2760/1
2760.2	OPERATING RECORDS	2. OTHER OPERATIONS RECORDS. Records pertaining to routine		Destroy when 2 years old.	3	N1-NU-89-1 / 2760/2
2780.1	QUALITY MONITORING AND CONTROL RECORDS	1. OPERATIONAL READINESS EVALUATION (ORE) RECORDS. Records pertaining to exercises,		Destroy when 2 years old.	3	N1-NU-89-1 / 2780/1
2780.2	QUALITY MONITORING AND CONTROL RECORDS	2. OTHER QUALITY MONITORING AND		Destroy when 2 years old.	3	N1-NU-89-1 / 2780/2
2790.1	AFLOAT COMMUNICATIONS	1. PERFORMANCE EVALUATION (AFLOAT		Destroy when 2 years old.	3	N1-NU-89-1 / 2790/1
2791.1	COMMUNICATIONS AREA MASTER STATION (CAMS)	1. CAMS RECORDS. Records pertaining to the		Destroy when 2 years old	3	N1-NU-89-1 / 2791/1
2792.1	PRIMARY SUPPORT STATION (NAVAL COMMUNICATIONS	1. PRIMARY SUPPORT STATION (AFLOAT COM SPT) RECORDS. Records		Destroy when 2 years old	3	N1-NU-89-1 / 2782/1
2793.1	RESIDUAL STATION (NAVAL TELECOMMUNICATIONS	1. RESIDUAL STATION (AFLOAT COM SPT) RECORDS Records		Destroy when 2 years old.	3	N1-NU-89-1 / 2793/1

2830.3	GENERAL COMMUNICATION CONSOLIDATION RECORDS	3. DEFENSE COMMUNICATIONS SYSTEMS RECORDS. Routine administrative		Destroy when 3 years old.	3	N1-NU-89-1 / 2830/3
2830.4	GENERAL COMMUNICATION CONSOLIDATION	4. NON-DOD TELECOMMUNICATIONS RECORDS. Records		Destroy when 3 years old.	3	N1-NU-89-1 / 2830/4
2860.1	GENERAL MILITARY COMMUNICATIONS	1. GENERAL CORRESPONDENCE FILES.		Retain on board. Destroy when no longer needed	wnln	N1-NU-89-1 / 2860/1
2880.1	TELECOMMUNICATIONS OPERATING REQUIREMENTS (TELCOR)	1. Input of telecommunications trunks and circuits		Destroy when no longer needed for reference. (NCTC keep last two	wnln	N1-NU-89-1 / 2880/1

2000-16	Routine Communications Traffic	Includes routine communications traffic	Trigger(s)	TEMPORARY: Destroy when 6 months old.	x	
2092.2	COMMERCIAL REFILE/CLASS "E"	2. CLASS "E" MESSAGES. Correspondence		Destroy when 30 days old.	6m	N1-NU-89-1 / 2092/2
2093.5	MILITARY AFFILIATE RADIO SYSTEM	5. MESSAGES. Messages of individuals and military		Destroy after 60 days.	6m	N1-NU-89-1 / 2093/5
2099.2	MERCHANT SHIP COMMUNICATIONS	2. MESSAGES.		Destroy when 60 days old.	6m	N1-NU-89-1 / 2099/2
2310.3a(1)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files.		Destroy when 10 days old.	6m	N1-NU-89-1 / 2310/3/A/1
2310.3a(5)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files.		Destroy when 2 days old	6m	N1-NU-89-1 / 2310/3/A/5
2310.3a(6)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files.		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/3/A/6
2310.3a(8)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files.		Destroy when 1 day old.	6m	N1-NU-89-1 / 2310/3/A/8
2310.3a(9)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS a. Message Center Files. Ship's copies of all messages received or sent		Destroy when 60 days old	6m	N1-NU-89-1 / 2310/3/A/9
2310.3b(1)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS		Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/3/B/1

2310.3b(2)	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS ABOARD NAVAL SHIPS		Destroy when 10 days old or no longer needed for reference, whichever is	6m	N1-NU-89-1 / 2310/3/B/2
2310.3c	TRAFFIC HANDLING/PROCESSING RECORDS	3. COMMUNICATION AND CRYPTO CENTER RECORDS		Destroy when 6 months old.	6m	N1-NU-89-1 / 2310/3/C
2310.4a	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/4/A
2310.4c	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/4/C
2310.4d	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/4/D
2310.4e	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/4/E
2310.4f	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES		Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/4/F
2310.4g	TRAFFIC HANDLING/PROCESSING RECORDS	4. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 6 months old.	6m	N1-NU-89-1 / 2310/4/G
2310.5a(1)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit		Destroy when 10 days old.	6m	N1-NU-89-1 / 2310/5/A/1
2310.5a(5)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit		Destroy when 2 days old.	6m	N1-NU-89-1 / 2310/5/A/5

2310.5a(6)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/S/A/6
2310.5a(8)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit		Destroy when 1 day old.	6m	N1-NU-89-1 / 2310/S/A/8
2310.5a(9)	TRAFFIC HANDLING/PROCESSING RECORDS	5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/S/A/9
2310.5b(2)	TRAFFIC HANDLING/PROCESSING RECORDS	copies (magnetic tapes) of 5. ALL OTHER DEPARTMENT OF THE NAVY COMMUNICATIONS ACTIVITIES (UNITS, OFFICES, STATIONS, ETC.) EXCLUDING NAVAL SHIPS RECORDS. Visual and radio station files, including radiophoto files: circuit		Destroy when 10 days old or when no longer needed for reference, whichever is later.	6m	N1-NU-89-1 / 2310/S/B/2
2310.6a	TRAFFIC HANDLING/PROCESSING RECORDS	6 LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/6/A
2311.2a	TRAFFIC ANALYSIS/ENGINEERING	2. SPEED OF SERVICE OF TELECOMMUNICATIONS		Destroy when 1 month old.	6m	N1-NU-89-1 / 2311/2/A
2325.1	COMMUNICATIONS GUARD SHIFT RECORDS	1. MESSAGES pertaining to communications guard		Destroy when 1 month old	6m	N1-NU-89-1 / 2325/1
2790.2	AFLOAT COMMUNICATIONS	2. OTHER AFLOAT COMMUNICATIONS		Destroy when 1 month old.	6m	N1-NU-89-1 / 2790/2

2000-17	Transient Records:	Information related to information management and telecommunications that has minimal or no documentary or evidential	Trigger(s)	TEMPORARY: Destroy when 6 months old.	x	GRS 23.7
2280.3b	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy 90 days from last date listed.	6m	N1-NU-89-1 / 2280/3/B
2280.3d	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy 90 days from last date listed.	6m	N1-NU-89-1 / 2280/3/D
2280.3e(1)	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and successor editions) e. CMS 2-3 and/or CMS 2-		Destroy 90 days from date all material listed is destroyed.	6m	N1-NU-89-1 / 2280/3/E/1
2280.3g	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy when 90 days old.	6m	N1-NU-89-1 / 2280/3/G
2280.3h	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy when 90 days old	6m	N1-NU-89-1 / 2280/3/H
2280.4a	COMSEC MATERIAL SYSTEM, GENERAL	4. Destruction Records. a. Local, used to record destruction of AL 3/AL4 material (Required only for		Destroy when 90 days old.	6m	N1-NU-89-1 / 2280/4/A
2280.4b	COMSEC MATERIAL SYSTEM, GENERAL	4. Destruction Records. b. Local, used to record destruction of AL 1/AL 2		Destroy when 90 days old, with submission of applicable CMS 2-1 (or SF	6m	N1-NU-89-1 / 2280/4/B
2280.9	COMSEC MATERIAL SYSTEM, GENERAL	9. PROGRESSIVE WATCH INVENTORY.		Destroy when 30 days old.	6m	N1-NU-89-1 / 2280/9
2310.1a(2)	TRAFFIC HANDLING/PROCESSING RECORDS	1 OPNAV COMMUNICATIONS CENTER.		Destroy when microform copy has been verified.	P	N1-NU-89-1
2310.6c	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 60 days old.	6m	N1-NU-89-1 / 2310/6/C
2310.6d	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/6/D
2310.6e	TRAFFIC HANDLING/PROCESSING RECORDS	6 LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND		Destroy when 60 days old	6m	N1-NU-89-1 / 2310/6/E
2310.6f	TRAFFIC HANDLING/PROCESSING RECORDS	6. LOGS, RECORD SHEETS, OR REGISTERS OF INCOMING AND OUTGOING MESSAGES AT		Destroy when 30 days old.	6m	N1-NU-89-1 / 2310/6/F
2251.1	PROJECT MANAGEMENT	1. RECORDS relating to the Department of the Navy's cryptographic equipment resources from		Destroy upon completion of project or when no longer needed.	wnln	N1-NU-89-1 / 2251/1
2252.1	MODIFICATIONS TO CRYPTOGRAPHIC	1. RECORDS relating to software changes which		Destroy when superseded or obsolete.	wnln	N1-NU-89-1 / 2252/1

2000-18	COMSEC Material System	Information relating to COMSEC Material System	Trigger(s)	TEMPORARY: Destroy or delete following COMSEC	x	
2280.11	COMSEC MATERIAL SYSTEM, GENERAL	11. SPECIAL AUTHORIZATIONS CORRESPONDENCE.		Destroy when requirement expires or is cancelled, or when special holdings becomes a permanent part of the	wnln	N1-NU-89-1 / 2280/11
2280.3a	COMSEC MATERIAL SYSTEM, GENERAL	3 LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy upon submission of CMS 2-1A to DCMS for	wnln	N1-NU-89-1 / 2280/3/A
2280.3f	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy upon appointment of	wnln	N1-NU-89-1 / 2280/3/F
2280.3i	COMSEC MATERIAL SYSTEM, GENERAL	3 LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy when accuracy of new page has been	wnln	N1-NU-89-1 / 2280/3/I
2280.3m	COMSEC MATERIAL SYSTEM, GENERAL	3. LOCAL CUSTODY ISSUE DOCUMENTS (and		Destroy upon receipt of verification of next semi	wnln	N1-NU-89-1 / 2280/3/M
2280.5	COMSEC MATERIAL SYSTEM, GENERAL	5. Local holder/user local inventory report.		Destroy when no longer needed.	wnln	N1-NU-89-1 / 2280/5
2282.1	DISTRIBUTION AND ALLOWANCE	1. Routine records relating to routine and emergency distribution of COMSEC		Destroy when CMS material is cleared from account by Director, CMS.	wnln	N1-NU-89-1 / 2282/1
2283.1	ACCOUNTING AND INVENTORY CONTROL	1. Routine records relating to the proper accounting for all COMSEC material		Destroy when CMS material is cleared from account by Director, CMS.	wnln	N1-NU-89-1 / 2283/1
2285.1	COMSEC MATERIAL SYSTEM ISSUING OFFICES	1. Routine records relating to the secure stowage, accounting and		Destroy when account is closed.	wnln	N1-NU-89-1 / 2285/1

2000-19	GRS 27 - Chief Information Officer Program Planning:	Information relating to Chief Information Officer Programs and Initiatives. Included are records that document DON-wide IT goals; specify milestones to be achieved; identifying performance measures for the DON's IT portfolio; or	Trigger(s)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	x	GRS 27
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2600.1	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	1. Information Technology (IT) Program Planning Records. DON CIO Records relating to the development of DON IT programs. Included are records that document DON-wide IT goals; specify milestones to be achieved; identifying performance measures for the DON's IT		Cutoff annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.	7	GRS 27.1
2600.2	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	2. Enterprise Architecture Records. Records identifying the IT systems and networks required to perform the DON's		Cutoff when superseded by a new iteration of the enterprise architecture Destroy/delete when 7 years old or when no	7	GRS 27.2
2600.3	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	3 IT Capital Investment Records. Records documenting the integration of IT investments with DON-wide strategic planning,		Cutoff annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.	7	GRS 27.3
2600.4	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	4. Legal and Regulatory Compliance Records. Records documenting		Cutoff annually. Destroy/delete when 5 years old.	7	GRS 27.4
2600.5	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	5. CIO Committee Records. Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies		Cutoff annually. Destroy/delete when 5 years old.	7	GRS 27.5t
2600.6	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	6 CIO Subject and Office Records. Records not otherwise identified in this paragraph that include		Cutoff annually. Destroy/delete when 5 years old	7	GRS 27.6
2600.7	DON CHIEF INFORMATION OFFICER (CIO) RECORDS	7. Schedules of Daily Activities. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings,		Cutoff annually. Destroy/delete when not less than 2 years but not more than 5 years old.	7	GRS 27.7
2000-20	GRS 24.10 - Information Technology Customer Service:	information relating to IT customer service. Includes, but not limited to providing help desk information to customers.	Trigger(s)	TEMPORARY: Cutoff at end of end of calendar year. Destroy 1 year after cutoff.	x	GRS 24.10

2620.10a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	10. IT Customer Service Files. a. Records related to providing help desk		Destroy/delete 1 year after record is superseded or obsolete.	3	GRS 24.10a
2620.10b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	10. IT Customer Service Files. b. Help desk logs and reports and other files		Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is	3	GRS 24.10b

2000-21	GRS 20.9 - Finding Aids (or Indexes):	Electronic Indexes, lists, registers, and other finding aids used only to provide access to records. authorized for destruction by the GRS or a NARA.	Trigger(s)	TEMPORARY: Destroy with related records or when the agency determines that they are no longer needed for administrative, legal	x	GRS 20.9
2610.10	ELECTRONIC RECORDS	10. Finding Aids (or Indexes). Electronic indexes, lists, registers, and other finding aids used only to provide		Delete with related records or when the activity determines that they are no longer needed for administrative, legal.	wnln	GRS 20.9

2000-22	GRS 3.1 010 - Information Technology Development Project Records, Infrastructure Project Records:	Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes requirements for and implementation of functions such as: <ul style="list-style-type: none"> • maintaining network servers, desktop computers, and other hardware, • installing and upgrading network operating systems and shared applications, and • providing data telecommunications; and infrastructure development and maintenance such as acceptance/authorization 	Trigger(s)	TEMPORARY: Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0006
2610 1a	ELECTRONIC RECORDS	1. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.		Delete/destroy when the activity determines that they are no longer needed for administrative, legal, audit, or other operational	wnln	GRS 20 1a
2620.11a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	11. IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new DON IT infrastructure (see "Note"), systems, and services. Includes records documenting (1)		Destroy/delete 1 year after final decision is made.	3	GRS 24.11a

2620.11b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	11. IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new DON IT infrastructure (see "Note"), systems, and services. Includes records documenting (1)		Destroy/delete 5 years after project is terminated.	7	GRS 24.11b
2620.11c	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	11. IT Infrastructure Design and Implementation Files. Records of individual projects designed to provide and support new DON IT infrastructure (see "Note"), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure		Destroy/delete 3 years after final decision on acceptance is made. NOTE: IT infrastructure means the basic systems and services used to supply the activity and its staff with access to computers and data telecommunications Components include hardware such as printers, desk and laptop computers, network and web servers, routers, hubs, and network cabling, as well as software such as operating systems (e.g., Microsoft Windows and Novell NetWare) and shared applications (e.g., electronic mail, word processing, and database programs). The services necessary to design, implement, test, validate.	3	GRS 24.11c

2000-23	GRS 3.1 011 - Information Technology Development Project Records, System Development Records:	These records relate to the development of information technology (IT) systems and software applications through their initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation Records include case files containing documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving. Includes records such as: <ul style="list-style-type: none"> • project plans • feasibility studies • cost analyses • requirements documents • compliance documents including: <ul style="list-style-type: none"> o Privacy Threshold Analysis (PTA) 	Trigger(s)	TEMPORARY: Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0007
2610 1a	ELECTRONIC RECORDS	1. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.		Delete/destroy when the activity determines that they are no longer needed for administrative, legal, audit, or other operational	wnln	GRS 20 1a
3149.1a	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 14
3149.1b	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 15
3149.1c	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 16
3149.1d	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications Includes government sponsored		Destroy or delete 25 years after related software is superseded or obsolete	30	N1-NU-07-7 / 17

3149.1e	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 18
3149.1f	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 19
3149.1g	SOFTWARE DEVELOPMENT	1. GOTS In-House Created Applications. Includes government sponsored		Destroy or delete 25 years after related software is superseded or obsolete.	30	N1-NU-07-7 / 20
3149.2a	SOFTWARE DEVELOPMENT	2. GOTS In-House Created Software Documentation. Includes documentation		Destroy or delete 25 years after related software is superseded or obsolete.	30	GRS 20.11a(1)
3149.2b	SOFTWARE DEVELOPMENT	2. GOTS In-House Created Software Documentation. Includes documentation		Destroy or delete 25 years after related software is superseded or obsolete.	30	GRS 20.11a(1)

2000-24	GRS 3.1012 - Information Technology Development Project Records, Special Purpose Computer Programs and Applications:	Computer software programs or applications that are developed by the agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule. Exclusion 1: This item does not include software or applications necessary to	Trigger(s)	TEMPORARY: Destroy when related master file or database has been destroyed, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0008
2610.11	ELECTRONIC RECORDS	11. Special Purpose Programs. Application software necessary solely to use or maintain a master file or database		Delete when related master file or database has been deleted.	wnln	GRS 20.10

2000-25	GRS 3.1 020 - Information Technology Operations and Maintenance Records:	<p>Information Technology Operations and Maintenance records relate to the activities associated with the operations and maintenance of the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. Includes records such as:</p> <ul style="list-style-type: none"> • files identifying IT facilities and sites • files concerning implementation of IT facility and site management • equipment support services provided to specific sites: <ul style="list-style-type: none"> o reviews o site visit reports o trouble reports o equipment service histories o reports of 	Trigger(s)	TEMPORARY: Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0004
2620.2	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	2. IT Facility, Site Management, and Equipment Support Services Records. Records maintained by offices responsible for the control		Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.	3	GRS 24.2

2620.3a	INFORMATION TECHNOLOGY OPERATIONS AND	3. IT Asset and Configuration Management Files.		Destroy/delete 1 year after completion of the next inventory.	3	GRS 24.3a
2620.3b(2)	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	3. IT Asset and Configuration Management Files b. Records created and retained for asset management, performance and capacity management system		Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner. NOTE: If any maintenance activities have a major impact on a system or lead to a significant change.	3	GRS 24.3b(2)
2620.8a	INFORMATION TECHNOLOGY	8. IT Operations Records a. Workload schedules,		Destroy/delete when 1 year old.	3	GRS 24.8a
2620.8b	INFORMATION TECHNOLOGY OPERATIONS AND	8. IT Operations Records. b. Problem reports and related decision		Destroy/delete 1 year after problem is resolved	3	GRS 24.8b
2620.8c	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	8. IT Operations Records. c. Reports on operations, including measures of benchmarks, performance		Destroy/delete when 3 years old.	3	GRS 24.8c
2620.9a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	9. Financing of IT Resources and Services. NOTE: Copies of records needed to support contracts should be in procurement files, which		Destroy/delete 3 years after agreement is superseded or terminated.	3	GRS 24.9a
2620.9b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	9. Financing of IT Resources and Services. NOTE: Copies of records needed to support contracts should be in procurement files, which		Destroy/delete 3 years after control measures or procedures are superseded or terminated.	3	GRS 24.9b
2620.9c	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	9. Financing of IT Resources and Services. NOTE: Copies of records needed to support contracts should be in procurement files, which		Destroy/delete records with no outstanding payment issues when 3 years old.	3	GRS 24.9c
2630.1a(1)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. a. Web Content is published on the web sites in a variety of formats including html-encoded markup language pages, code, graphic (e.g., PDFs), textual (e.g., word processing templates).		Delete when superseded, obsolete, or no longer needed for the conduct of agency business, but not longer than the retention of the record copy.	wnln	N1-NU-09-7 / 1

2630.1a(2)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. a. Web Content is published on the web sites in a variety of formats including html-encoded markup language pages, code, graphic (e.g., PDFs).		Delete when 2 years old or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is longer.	3	N1- NU-09-7 / 2
2630.1a(3)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. a. Web Content is published on the web sites in a variety of formats including html-encoded markup language pages, code, graphic (e.g., PDFs).		Delete when 3 years old.	3	N1-NU-09-7 / 3
2630.1b(2)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (2) System		Destroy when 3 years old or when superseded, obsolete, or when no longer needed for reference or law-	3	N1-NU-09-7 / 5
2630.1b(3)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (3) Site Traffic Reports.		Delete when 2 years old.	3	N1-NU-09-7 / 6
2630.1b(8)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records.		Delete 2 years after products are replaced.	3	N1-NU-09-7 / 11
2630.1b(1)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records.		Destroy when superseded, obsolete, or when no longer needed for reference purposes,	wnln	N1-NU-09-7 / 4
2630.1b(4)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records.		Delete when superseded	wnln	N1-NU-09-7 / 7
2630.1b(5)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records.		Delete when no longer required for review purposes	wnln	N1-NU-09-7 / 8

2630.1b(6)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (6) Traffic Logs. Information about the use of the website by visitors		Delete when no longer required for review purposes.	wnln	N1-NU-09-7 / 9
2630.1b(7)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites b. Web Management and Operations Records (7) Server Configuration, Change Management, and		Destroy when no longer required for review purposes	wnln	N1-NU-09-7 / 10
2630 1b(9)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records		Delete when no longer required for review purposes.	wnln	N1-NU-09-7 / 12
2630 1b(10)	INTERNAL/EXTERNAL WEB SITE RECORDS	(10) Templates Templates are captured on creation		Delete at time the template is superseded or	wnln	N1-NU-09-7 / 13
2700.1	INTERNAL/EXTERNAL WEB SITE RECORDS	1. OPLANS (AFLOAT COM OPS) RECORDS. Records		Destroy when 2 years old or when superseded,	3	N1-NU-89-1 / 2700/1

2000-26	GRS 3.1 030 - Configuration and Change Management Records:	Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes records such as: • data and detailed reports on implementation of systems, applications and modifications • application sizing, resource and demand management records	Trigger(s)	TEMPORARY: Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0005
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2620.3b(1)	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	3. IT Asset and Configuration Management Files b. Records created and retained for asset management, performance and capacity management system		Destroy/delete 1 year after termination of system.	3	GRS 24.3b(1)
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2000-27	GRS 3.1 040 - Information Technology Oversight and Compliance Records:	Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with agency-wide or bureau-wide responsibility for managing IT operations. Includes records such as. <ul style="list-style-type: none"> • recurring and special reports • responses to findings and recommendations • reports of follow-up activities • statistical performance data • metrics • inventory of web activity • web use statistics • comments/feedback from web site or application users • internal and external reporting for compliance requirements relating to 	Trigger(s)	TEMPORARY: Destroy 5 years after the project / activity / transaction is completed or superseded, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0010
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2620.1a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	1. Oversight and Compliance Files. Records in offices with DON-wide or command-wide responsibility for		Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues,	7	GRS 24.1a
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2620.1b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	1. Oversight and Compliance Files. Records in offices with DON-wide or command-wide responsibility for managing IT operations relating to compliance with IT policies, directives.		Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer. NOTE: See subparagraph 3b. below. for	3	GRS 24.1b
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2000-28	GRS 3.1 050 - Data Administration Records, Documentation Necessary for Preservation of Permanent Electronic Records:	Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information		PERMANENT: Transfer to the National Archives with the permanent electronic records to which the documentation relates.	x	DAA-GRS-2013-0005-0002
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2610.12a(2)	ELECTRONIC RECORDS	12. Documentation. a. Data systems specifications, file specifications, codebooks, record layouts, user guides, output		PERMANENT Transfer to the National Archives with the permanent electronic records to which the documentation relates	P	GRS 20.11a(2)
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2000-29	GRS 3.1 051 - Data Administration Records, All Documentation for Temporary Electronic Records and Documentation not Necessary for Preservation of Permanent Records:	<p>Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>Data administration records and documentation relating to electronic records that are</p>	Trigger(s)	TEMPORARY: Destroy 5 years after the project / activity / transaction is completed or superseded, or the associated system is terminated, or data is migrated to a successor system, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0005-0003
2610.12a(1)	ELECTRONIC RECORDS	<p>12. Documentation.</p> <p>a. Data systems specifications, file specifications, codebooks, record layouts, user guides, output</p>		Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to	wnln	GRS 20.11a(1)

2000-30	GRS 3.2 010 - Systems and Data Security Records:	These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and relate to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses. Includes records such as:	Trigger(s)	TEMPORARY: Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.	x	DAA-GRS-2013-0006-0001
2620.5a	INFORMATION TECHNOLOGY	5. Files Related to Maintaining the Security		Destroy/delete 1 year after system is	3	GRS 24.5a
2620.5b	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	5. Files Related to Maintaining the Security of Systems and Data. b. Documents identifying		Destroy/delete 1 year after system is superseded.	3	GRS 24.5b

2000-31	GRS 3.2 020 - Computer Security Incident Handling, Reporting and Follow-up Records:	A computer incident within the Federal Government as defined by NIST Special Publication 800-61, Computer Security Incident Handling Guide, Revision 2, (August 2012) is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. This item covers records relating to attempted or actual system security	Trigger(s)	TEMPORARY: Destroy 3 year(s) after all necessary follow-up actions have been completed, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0006-0002
2620.7	INFORMATION TECHNOLOGY OPERATIONS AND	7. Computer Security Incident Handling, Reporting, and Follow-up		Destroy/delete 3 years after all necessary follow-up actions have been	3	GRS 24.7

2000-32	GRS 3.2 030 - System Access Records, Systems not Requiring Special Accountability for Access:	These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Includes records such as: <ul style="list-style-type: none"> ◦ user profiles ◦ log-in files ◦ password files ◦ audit trail files and extracts ◦ system usage files ◦ cost-back files used to 	Trigger(s)	TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-0006-0003
2610.1c	ELECTRONIC RECORDS	1. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.		Delete/destroy when the activity determines they are no longer needed for administrative, legal, audit, or other operational	wnln	GRS 20.1c

2000-33	GRS 3.2 031 - System Access Records, Systems Requiring Special Accountability for Access:	These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Includes records such as: <ul style="list-style-type: none"> ◦ user profiles ◦ log-in files ◦ password files ◦ audit trail files and extracts ◦ system usage files 	Trigger(s)	TEMPORARY: Destroy 6 years after password is altered or user account is terminated, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0006-0004
2620.6a	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	6. User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signature.		Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or	7	GRS 24.6a

2000-34	GRS 3.2 040 - System Backups and Tape Library Records, Incremental Backup Files:	Backup files maintained for potential system restoration in the event of a system failure or other	Trigger(s)	TEMPORARY: Destroy when superseded by a full backup, or when no longer needed for system	x	DAA-GRS-2013-0006-0005
2620.4a(1)	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	4. System Backups and Tape Library Records. a. Backup tapes maintained for potential system restoration in the		(1) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system	wnln	GRS 24.4a(1)
2630.1b(11)(a)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (11) Backup of Files.		Delete incremental backup media when superseded by a full backup, or when no longer needed for system restoration.	wnln	GRS 24.4a(1)

2000-35	GRS 3.2 041 - System Backups and Tape Library Records, Full Backup Files:	Backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data	Trigger(s)	TEMPORARY: Destroy when second subsequent backup is verified as successful or when no longer needed for system	x	DAA-GRS-2013-0006-0006
2620.4a(2)	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	4. System Backups and Tape Library Records. a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss		(2) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is	wnln	GRS 24.4a(2)
2630.1b(11)(b)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (11) Backup of Files.		Delete full backup media when second subsequent backup is verified as successful or when no longer needed for system	wnln	GRS 24.4a(2)

2000-36	GRS 3.2 050 - Backups of Master Files and Databases, Permanent Master Files:	Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently	Trigger(s)	TEMPORARY: Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer request has been closed by the National	x	DAA-GRS-2013-0006-0007
2610.9a	ELECTRONIC RECORDS	9. Backups of Files. Electronic copy, considered by the activity to be a Federal record, of the master copy of an electronic record or file		Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the	wnln	GRS 20.8a

2630.1b(12)(a)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (12) Backups of Files. Electronic copy of the		Delete when the identical records have been captured in a subsequent backup or when the identical records have been transferred to the	wnln	GRS 20.8a
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2000-37	GRS 3.2 051 - Backups of Master Files and Databases, Temporary Master Files:	Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the	Trigger(s)	TEMPORARY: Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file but longer retention	x	DAA-GRS-2013-0006-0008
2610.9b	ELECTRONIC RECORDS	9. Backups of Files. Electronic copy, considered by the activity to be a Federal record, of		Delete when the identical records have been deleted, or when replaced by a subsequent backup	wnln	GRS 20.8b
2630.1b(12)(b)	INTERNAL/EXTERNAL WEB SITE RECORDS	1. NCIS Internal/External Web Sites. b. Web Management and Operations Records. (12) Backups of Files.		Delete when the identical records have been deleted, or when replaced by a subsequent backup file.	wnln	GRS 20.8b

2000-38	GRS 3.2 060 - PKI Administrative Records, FBCA CAs:	<p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records, operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>Policies and procedures planning records relate to defining and establishing PKI systems. Records relate to such activities as determining that a PKI should be established; creating project implementation plans; creating the certificate policy (CP), certification practice statement (CPS),</p>	Trigger(s)	<p>TEMPORARY: Destroy when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.</p>	x	N1-GRS-07-3, item 13a1
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2000-39	GRS 3.2 061 - PKI Administrative Records, Other (non-FBCA et. Al.) CAs:	<p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>Policies and procedures planning records relate to defining and establishing PKI systems. Records relate to such activities as determining that a PKI should be established; creating project implementation plans; creating the certificate policy (CP), certification practice statement (CPS),</p>	Trigger(s)	TEMPORARY: Destroy when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.	x	N1-GRS-07-3, Item 13a2
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2000-40	GRS 3.2 062 - PKI Transaction-Specific Records:	Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology. Records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. Along with PKI administrative and other administrative records, transaction-specific records are part of the PKI trust documentation set that establish or support the	Trigger(s)	TEMPORARY: Destroy when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or in the case of permanent records, when the record is transferred to NARA legal custody. Longer retention is authorized if the agency determines that transaction-specific PKI records are needed	x	N1-GRS-07-3, Item 13b
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2000-41	GRS 4.3 010 - Hardcopy or Analog Input/Source Records:	The GRS only covers hardcopy or analog records incorporated into an electronic system in their entirety or converted to an electronic format in their entirety. The types of input records that may be included are: • hard copy forms used for data input • hard copy documents		TEMPORARY: Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0001-0001
2610.2a(4)	ELECTRONIC RECORDS	2. Input/Source Records. a Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-		Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records. or 60	wnln	GRS 20.2a(4)

2000-42	GRS 4.3 020 - Electronic Input/Source Records:	<p>Electronic records used to create, update, or modify records in an electronic recordkeeping system. Including:</p> <ul style="list-style-type: none"> ◦ electronic files that duplicate information from a source electronic system for input into another electronic system ◦ electronic records received from another agency and used as input/source records by the receiving agency (see exclusions) ◦ computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or 	Trigger(s)	TEMPORARY: Destroy immediately after data have been entered or otherwise incorporated into the master file or database and verified, but longer retention is authorities if required for business use.	x	DAA-GRS-2013-0001-0004
2610.1b	ELECTRONIC RECORDS	1. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or		Delete after information has been transferred to the master file and verified.	wnln	GRS 20.1b
2610.2b	ELECTRONIC RECORDS	2. Input/Source Records. a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping		Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, the master file or database.	wnln	GRS 20.2b
2610.2c	ELECTRONIC RECORDS	2. Input/Source Records. a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-		Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.	wnln	GRS 20.2c

2610.2d	ELECTRONIC RECORDS	2. Input/Source Records. a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are		Delete after the necessary data have been incorporated into a master file.	wnln	GRS 20.2d
2610.13c	ELECTRONIC RECORDS	13. Downloaded and Copied Data. Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated		Delete from the receiving system or device when no longer needed for processing. NOTE: See SSIC 2610, 5 for other extracted data.	wnln	GRS 20.12c

2000-43	GRS 4.3 030 - Output Records, Ad Hoc Reports:	Output records are records derived directly from the system master record. Examples include system generated reports (in hardcopy or electronic format), online displays or summary statistical information, or any combination of the above. By contrast, reports created using system information but not created directly from the system itself are not system output records, for example an annual report that agency staff prepares based on reviewing information in the system. Exclusion 1: Query results or electronic reports created for a specific business need such as an established reporting requirement or a response to a formal request from a		TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-0001-0005
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2610.13a	ELECTRONIC RECORDS	13. Downloaded and Copied Data. Derived data and data files that are copied, extracted, merged, and/or calculated from		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational	wnln	GRS 20.12a
2610.13b	ELECTRONIC RECORDS	13. Downloaded and Copied Data. Derived data and data files that are copied, extracted, merged, and/or calculated from		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational	wnln	GRS 20.12b
2610.17	ELECTRONIC RECORDS	17. Hardcopy Printouts Created to Meet Ad Hoc Business Needs. Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.		Destroy when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be	wnln	GRS 20.16

2000-44	GRS 4.3 031 - Output Records, Data File Outputs:	<p>Output records are records derived directly from the system master record. Examples include system generated reports (in hardcopy or electronic format), online displays or summary statistical information, or any combination of the above. By contrast, reports created using system information but not created directly from the system itself are not system output records, for example an annual report that agency staff prepares based on reviewing information in the system.</p> <p>Exclusion 1: Query results or electronic reports created for a specific business need such as an established reporting requirement or a response to a formal request from a higher level office of the agency or an entity external to the agency. Such records should be filed with an appropriate related series when applicable. If not applicable, these records must be scheduled.</p>	Trigger(s)	TEMPORARY: Destroy when business use ceases.	x	DAA-GRS-2013-0001-0006
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2610.5	ELECTRONIC RECORDS	5. Data Files Consisting of Summarized Information. Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is disposable under a GRS item or is authorized for deletion by a disposition		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes. NOTE: Data files consisting of summarized information which were created from a master file or database that is unscheduled, or that was	wnln	GRS 20.4
2610.6	ELECTRONIC RECORDS	6. Records Consisting of Extracted Information. Electronic files consisting solely of records extracted from a single master file or database that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: • Produced as disclosure-free files to allow public		Delete when the activity determines that they are no longer needed for administrative, legal, audit, or other operational purposes. NOTE: (1) Records consisting of extracted information that was created from a master file or database that is unscheduled, or that was scheduled as permanent, but no longer exists or no	wnln	GRS 20.5
2610.7	ELECTRONIC RECORDS	7. Print File. Electronic file extracted from a master file or database without changing it and used solely		Delete when the activity determines that they are no longer needed for administrative, legal,	wnln	GRS 20.6
2610.8	ELECTRONIC RECORDS	8. Technical Reformat File. Electronic file consisting of data copied from a complete or partial master		Delete when the activity determines that they are no longer needed for administrative, legal,	wnln	GRS 20.7

2000-45	GRS 4.3 040 - Non-Recordkeeping Copies of Electronic Records:	<p>Non-recordkeeping copies of electronic records maintained in email systems, computer hard drives or networks, web servers, or other location after the recordkeeping copy has been copied to a recordkeeping system or otherwise preserved. This includes:</p> <ul style="list-style-type: none"> ◦ documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent ◦ senders' and recipients' versions of electronic mail messages that meet the definition of Federal 	Trigger(s)	TEMPORARY: Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.	x	DAA-GRS-2013-0001-0007
2610.14	ELECTRONIC RECORDS	14. Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and		Delete from the word processing system when no longer needed for updating or revision.	wnln	GRS 20.13
2610.15	ELECTRONIC RECORDS	15. Electronic Mail Records. Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any		Delete from the e-mail system after copying to a recordkeeping system.	wnln	GRS 20.14
2610.16a	ELECTRONIC RECORDS	16. Electronic Spreadsheets. Electronic spreadsheets generated to		Delete when no longer needed to update or produce hard copy.	wnln	GRS 20.15a

2610.16b	ELECTRONIC RECORDS	<p>16. Electronic Spreadsheets. Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports</p> <p>b. When maintained only in electronic form.</p>		<p>Delete after the expiration of the retention period authorized for the hard copy by GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods and activity software does not readily permit</p>	wnin	GRS 20.15b
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