



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 5210.5
Ser 09A1/010
3 Apr 97

NAVSEA INSTRUCTION 5210.5

From: Commander, Naval Sea Systems Command

Subj: RECORDS MANAGEMENT

Ref: (a) SECNAVINST 5212.5C, Navy and Marine Corps
Records Disposition Manual
(b) SECNAVINST 5210.11D, DoN File Maintenance Procedures
and Standard Subject Identification Codes (SSIC)
(c) SECNAVINST 5216.5D, DoN Correspondence Manual

1. Purpose. To provide guidelines for maintenance and disposition of documents determined to be Federal records.
2. Cancellation. NAVSEAINST 5210.4 of 8 December 1993.
3. Background

a. The term "records" used in this instruction means records as defined in 44 U.S.C. 3301. As defined in the law, documentary materials are Federal records when they are made or received by a Federal agency in connection with the transaction of government business, and they are maintained or should be maintained by the agency to document how it is organized, what functions it performs, how it carries out those functions, how it relates to other agencies and to the public, or because the materials contain information of value to the agency.

b. "Documentary materials" is a collective term for Federal records, non-record materials, and personal papers that refers to all media containing recorded information whatever the method or circumstance of recording. Federal records may be created on any physical media. The method of recording information may be manual, mechanical, photographic, electronic, or any combination of these or other technologies.

c. A record may be any of the following items:

- | | | |
|-------------------|--------------------|---------------|
| * letters | * case files | * maps |
| * memos | * directives | * video/film |
| * reports | * speeches | * photographs |
| * completed forms | * electronic media | |

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d. Many items you generate or receive are NOT federal records, such as:

- * correspondence about activities or events not related to policy, official business or of historical value
- * copies of case files
- * copies of instructions
- * copies of correspondence (memos, letters, etc.)
- * copies of items for which a program office is NOT directly responsible

e. Any item qualifying as a permanent Federal record must be transferred to a Federal Records Center (FRC) once the record is three years old or when no longer required for day-to-day business. FRCs will also store temporary records with a duration of three years or longer. Contact SEA 09A1 at 602-4875 for more information on preparing records for transfer to the records center.

f. Currently, the National Archives can accept permanent records in paper form or on 1/2" 7-track or 9-track magnetic tape, written in ASCII or EBCDIC. However, for environmental reasons, most Federal Records Centers will accept only paper or microform.

g. Reference (a) provides a detailed description of each type of record used in the Navy and how long to keep it. Records are broken into two categories:

Permanent

Permanent records have enduring value of a historical, research, legal, scientific or cultural nature, and they document primary missions, functions, responsibilities and significant experiences and accomplishments. (Keep forever; transfer to NARA after a specified period of time.)

Temporary

Temporary records are kept for a specific time period and then destroyed. The time you keep the record varies from a few months to as long as 50 years. The Navy and Marine Corps Records Disposition Manual goes into specific detail about how long to keep each type of record.

h. Standard Subject Identification Codes (SSICs) are used to maintain and track Navy records. SSICs should be used on all records when they are originated. Reference (b) describes which SSICs correspond to each type of record. The SSIC is used as a key to finding any record contained in reference (a) by subject.

i. Sections C and D of reference (c) provide information on electronic records, electronic mail (e-mail), and facsimile (fax) media. When using e-mail or fax media in place of formal correspondence to correspond between NAVSEA and other naval or

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DoD activities, the drafter must use reference (c) to determine procedures.

j. NAVSEA e-mail backup files are maintained strictly for disaster recovery purposes, and are not to be used to store messages which are determined to be permanent records. If an e-mail message constitutes a permanent Federal record, print the message on paper and file it with other related permanent records. Always file permanent and temporary records separately.

k. NAVSEA will continue to file and maintain permanent e-mail records as paper until an electronic record keeping system is available. DoD has defined baseline functional requirements and standard data elements for records management application software, but the software is still in the developmental stage.

4. Action. NAVSEA directorates shall ensure compliance with references (a), (b) and (c), and the guidelines contained herein for maintenance and disposition of Federal records. To ensure consistency throughout the joint Department of the Navy and Department of Energy organization of the Naval Nuclear Propulsion Program, the Director shall implement and oversee policies and practices regarding records management under his cognizance.



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