

US Navy Seabee Museum

The **US Navy Seabee Museum**, the official repository of the U.S. Navy's Civil Engineer Corps and Seabee operational history, maintains a select group of operational records, histories of commands, manuscripts, oral histories, biographies, and personal papers associated with the Naval Construction Forces, especially after 1941.

The heart of your command's memory is in its records. In order for your command to preserve its history, you must save the original letters, minutes, reports, photographs, publications and other documents that are produced and compiled over the years. These documents provide unique testimony to the achievements of your command. Such materials are also extremely valuable for administrative, legal, fiscal and public relations purposes. Your command's history is important to your community, too. By forwarding your records to the US Navy Seabee Museum, you will assure that its history and heritage will be part of your community's collective memory forever.

The US Navy Seabee Museum and its staff of professional archivists care for and preserve historically significant documents of the Naval Construction Force. The archive provides environmentally secure storage for inactive records and thus frees valuable space for current business. It also safeguards the records by monitoring their handling and use. More important, it can provide research access to the information in the records, both to members of your command and to the public. By placing records in the archive you take an important step toward their preservation — and you keep the memories that they contain.

Many of the records produced by a command have long-term value. The US Navy Seabee Museum is interested in the records that best illustrate the purpose, activities, and policies of your command. Such documents usually represent an "end product" — a final report, for example, instead of a draft. Records should be inactive— that is, no longer regularly used for routine business. Because the research value of records may be diminished if items are removed or rearranged, records should not be weeded, discarded, or rearranged before they are shipped to the archive. Listed below are some of the types of documentation, which the archive preserves for historical and administrative research:

- periodic or situation reports
- cruise/deployment reports
- intelligence reports
- major staff, command studies or briefings (including technical/scientific reports)
- action/combat reports, deployment completion reports
- major exercise reports

- published documents (i.e., Welcome Aboard/Alongside, cruise books, news releases, newsletters, handbooks, pamphlets, brochures, manuals, staff or crew orientation pamphlets, booklets used for public or staff orientation, etc.)
- reports on major projects or material
- reports of major conferences
- hazardous waste reports (storage, disposal, spillage)
- photographs
- biography and glossy photographs of CO/XO
- major awards and citations received by the command
- muster rolls, staff directory and organization charts (do not include Social Security Numbers)
- cruise books or other published documents
- architectural drawings
- audio recordings, motion picture film and videotape
- newspaper clippings
- correspondence, memorandum, minutes of meetings
- speeches
- planning documents
- family support group
- logbooks
- scrapbooks
- public affairs officer materials
- command histories

Files (both electronic and paper), photographs, books (cruise books, etc.), logs (including those kept in the administrative spaces ashore during port visits), videos, and other materials make up the historical record of your command. This includes the many reports, studies, and other records that the command may have submitted via the chain-of-command in response to tasking, instructions, or special directives. The submission of these documents to your senior command does not guarantee their preservation. **If in doubt**, the materials should be saved for assessment by the US Navy Seabee Museum.

SECNAVINST M-5210.1
Chapter 3, Section 4

4. CONSTRUCTION FORCE ACTIVITIES RECORDS.

a. Primary Program Records. Correspondence, reports, and other records accumulated by the Office of the DCNO (Logistics) (N4) and Naval Facilities Engineering Command (NAVFACENGCOM) Headquarters that relate to the policy, direction, and employment of naval construction forces as part of the Navy Operating Forces and to the planning, development, and execution of plans and projects.

Permanent, Retire to WNRC when 5 years old. Transfer to NARA when 20 years old.

b. General Correspondence Files. Correspondence, messages, and reports accumulated by CNO, NAVFACENGCOM, and other Departmental Headquarters Offices that relate to the routine administration of the Naval Construction Forces. Destroy when 5 years old.

c. Commanders Construction Battalions Naval Construction Regiments Administrative Files.

Records documenting the employment, movement, readiness, and field operations of construction forces including operational, logistic, and project planning. Include copies of OP Orders, Plans, and Public Affairs materials.

Forward to US NAVY SEABEE MUSEUM, Naval Base Ventura County, Building 100, Port Hueneme, CA 93043 when 2 years old. Destroy when no longer required for historical program use.

d. Construction Unit Files. Correspondence, reports, tasking instructions, and related records that document the routine administration and operations of the unit. Include copy of command history, unit originated OP Orders, unit copies of muster rolls, unit newsletter files, and non-official photographs of construction projects and training exercises. Records are maintained by Mobile Construction Battalions (MCB), Amphibious Construction Battalions (ACB), Construction Battalion Detachments, Underwater Construction Teams, and Reserve Naval Mobile Construction Battalions.

Forward to US NAVY SEABEE MUSEUM, Naval Base Ventura County, Building 100, Port Hueneme, CA 93043 when 2 years old. Destroy when no longer required for historical program use.

e. Officer of the Day Battalion Logs.

Destroy when 2 years old.

f. Deployment Completion Report Comprehensive narrative reports of operations. Records accumulated by Mobile Construction Battalions and Amphibious Construction Battalions.

Forward originator copy to US NAVY SEABEE MUSEUM, Naval Base Ventura County, Building 100, Port Hueneme, CA 93043 when 1 year old. Destroy when no longer required for historical program use.

g. Monthly Reports of Operations.

(1) Prepared by deployed units.

Destroy when 2 years old.

(2) Prepared by Construction Battalion Detachments and Reserve Construction Force Units. Cut off files annually.

Forward to U.S. NAVY SEABEE MUSEUM, Naval Base Ventura County, Building 100, Port Hueneme, CA 93043 when 2 years old. Destroy when no longer required for historical program use.

h. Logistics Records.

(1) Records of brigades and regiments (logistic divisions) documenting plans and procedures for material support within advanced base functional components
Destroy when 4 years old.

(2) All other records.

Destroy when 2 years old.

i. Construction Maintenance Records.

(1) Records related to construction schedules, project requirements for material and equipment, technical services, technical field assistance to naval construction forces, plans for projects assigned them (brigades and regiments only). Correspondence related to employment schedules of naval construction forces (brigades only).

Destroy when 2 years old.

(2) Work progress and other reports related to the operation and performance of plants, power, equipment, and installations.

(a) When summary reports are made.

1. Battalions,

Destroy when 6 months old.

2. All other activities.

Destroy when 1 year old.

(b) When summary reports are not made.

1. Permanent units.

Destroy 2 years after plant is closed.

2. Mobile units.

Destroy after completion of project, after plant is closed, or 3 months after deployment, whichever is later.

(3) Records relating to maintenance work such as shop schedules, progress reports, status reports and related data.

(a) When summary reports are made.

Destroy when 6 months old.

(b) When summary reports are not made.

Destroy when 1 year old.

(4) Logs of operations, equipment and installations.

(a) When summary reports are made.

Destroy when 1 year old.

(b) When summary reports are not made.

1. Permanent units.

Destroy 2 years after plant is closed.

2. Mobile units.

Destroy when project is completed or plant is closed, whichever is earlier.

(5) Work orders, work requests, and related papers. (See SSIC 4200 for job purchase orders.)

(a) Permanent units.

Destroy 1 year after completion of project.

(b) Mobile units.

Destroy after deployment.

(6) Other construction, maintenance, and facility records not specifically covered in this paragraph.

Retire records under appropriate subsection of SSIC 11200.