CHAPTER THREE

COMMUNICATION RECORDS

TABLE OF ARTICLES

ORIGINAL
(Reverse Blank)

CHAPTER THREE

COMMUNICATION RECORDS

3000. COMMUNICATION FILES

3001. MANDATORY MESSAGE FILES

.1 The communication center file (formerly called the general file) is an unclassified source of reference for all messages, irrespective of means of transmission, addressed to or originated by the command. It contains the original of each plain language message, and an encrypted copy of each classified message, as received or transmitted. When an encrypted copy is not available or nonexistent (as in the case of unencrypted classified messages transmitted by registered mail or approved wire) a filler or dummy referring to the cryptocenter file is filed in place of the message. Messages are filed chronologically by date-time group. If desired, the file may be subdivided into incoming and outgoing sections. The encrypted copies of classified messages in the communication center file will contain operators' services and communication watch officers' initials. Plain language messages will contain the above notations plus drafting and releasing officers' signatures and initials of persons to whom the messages have been routed.

.2 The cryptocenter file contains the edited plain language version of each classified message addressed to or originated by the command, filed chronologically by the DTG. These will show drafting and releasing officers' signatures, and initials of persons to whom the message has been routed. In effect, the cryptocenter file is the classified portion of the communication center file. The cryptocenter file may be physically subdivided to comply with stowage requirements for classified matter. In all cases, Top Secret messages will be afforded separate stowage.

.3 The radio station file is a chronological record of all traffic handled by the command by radio means. Broken into various components, it contains a copy of each message received by radio addressed to the command, a copy of each message transmitted by radio, and a copy of each message relayed by radio, whether addressed to the command or not. These copies bear operators' services, and are filed in time of receipt/time of delivery or date time group order. In the case of a flagship, duplicate station files may be maintained by the flagship and the embarked commander.

.4 The visual station file is a chronological record of all traffic except tactical signals transmitted via flaghoist handled by the command by visual means. It is identical in purpose and description to the radio station file.

.5 The general message file is a classified source of reference for all general messages of which the command is an addressee. The file is subdivided by type of general message, and each type is filed in serial order. The file is given the classification of the highest classified message contained therein. The general message file may also be segregated by security classification with appropriate cross-references in order to facilitate access and stowage. Article 7022 describes all types of general messages and contains a distribution chart.

3002. EXAMPLE OF FILING SYSTEM

.1 Incoming encrypted NAVOP received by radio:

One encrypted copy - filed by TOR or DTG in radio station file.

One encrypted copy - filed by DTG in communication center file.

Edited plain language original - filed by DTG in the appropriately classified section of the cryptocenter file.

One edited plain language copy - filed by serial number in the NAVOP portion of the classified general message file.

3003. CRYPTOCENTER FILES

.1 The custodian's files and the cryptoboard file (optional) are described in Chapter 5.

3004. TAPE RELAY STATION FILES

.1 Tape relay stations are not required to keep a permanent file of messages. All tape relay stations will keep monitor tape or page copy for 24 hours on incoming messages, 60 days on outgoing messages.

3010. COMMUNICATION LOGS

3011. ENTRIES IN LOGS

.1 Log entries will not be erased. Any necessary changes will be made by drawing a single line or typing slant signs through the original statement and indicating the changed version adjacent to the original entry. The operator making the change will initial such changes.

3012. RADIOTELEGRAPH LOGS

.1 Every radiotelegraph transmission on every radio frequency guarded, covered or copied shall be logged in accordance with the following instructions:

(a) Every transmission heard by an operator on watch (regardless of source or completeness) shall be recorded, whether or not addressed to the receiving station.

(b) If the transmission must be written in full on a message blank, as when the message is addressed to, is passed to, or is to be relayed by the receiving station, only sufficient details need be inserted in the radio log to identify the message.

(c) If it need not be written on a message blank, the transmission shall be written out fully in the radio log.

.2 In addition to showing a complete and continuous record of all emissions transmitted or heard, the radio log shows operating conditions which occur during the day. The log should include such additional data as the following:

(a) Time of opening and closing of the station.

(b) Causes of delay on the net or circuit.

(c) Adjustments and changes of frequency.

3012.2 (Continued)

(d) Unusual occurrences, such as procedures and security violations.

.3 When an operator opens a new net or circuit or starts a new day's log he shall write or type his name in the log. When an operator is relieved or closes a net or circuit he shall sign the log. An incoming operator shall write or type his name in the log. In all instances the name or signature of the operator shall be in such form that no confusion regarding his identity will exist.

.4 An entry shall be made in each radio circuit log at least every five minutes. If the operator is too busy to comply over a period of time, he may enter the essential data later, indicating inclusive times.

3013. RADIOTELETYPEWRITER LOGS

.1 The page copy (or perforated tape) is the radioteletypewriter log. In the absence of automatic time stamping or indicating equipment, a time entry of the sending station shall be made on the tape or page copy at least once every thirty minutes.

3014. RADIOTELEPHONE LOGS

.1 Complete logs shall be maintained on the following nets:

(a) Maneuvering Net.

(b) Task Unit (or Group or Force) Chain-of-Command Net.

(c) Combat Information Net, with the exception that standard abbreviations similar to those used to record data on CIC status boards may be logged.

.2 Modified logs may be maintained on all other circuits and nets. The completeness of coverage and degree of textual detail will vary with the type of ship or station, availability of personnel and the category of information passing through the net or circuit. The ultimate decision as to the completeness of logs on other circuits rests with the commanding officer.

.3 If desired, prowords and spoken operating signals may be logged by their CW equivalents.

.4 Subject to the foregoing, radiotelephone logs are kept in the same manner as radiotelegraph logs.

.5 The following is a sample method for keeping a radiotelephone log, showing entries for:

(a) Immediate Execute Method. Line 1 details the log entry for an immediate execute message.

(b) Delayed Execute Method. Lines 2 and 6 show the entries for a delayed execute message. The first portion (line 2) is entered as received, leaving the TOX column blank. When the command is finally executed by the message recorded in line 6, the time of execution in line 2 is filled in.

3014.5 (Continued)

(c) Administrative Message. All message data plus the text is logged. There is no execution involved, therefore no entry in the TOX column.

(d) Change of Watch. Each operator signs in and out, as shown in lines 4 and 5. A new day's messages are separated from previous log entries and the date indicated.

EXAMPLE - RADIOTELEPHONE LOG

CIRCUIT SCREEN COMMON

	TO	FM	TIME	TEXT	TOX
(Line 1)	BULL RUN	MAGNIFY	2302	IMMEDIATE EXECUTE BREAK TURN 180 BREAK I SAY AGAIN TURN 180 STANDBY EXECUTE	2302
(Line 2)	BULL RUN	MAGNIFY	2335	EXECUTE TO FOLLOW BREAK 135 CORPEN TACK KILO CORPEN OVER	0005
(Line 3)	BULL RUN	MAGNIFY	2345	ROUTINE TIME Ø12315Z FROM MAGNIFY TO BULL RUN BREAK (TEXT) BREAK OVER	
(Line 4)				W. G. THEBUS, RDSN	
(Line 5)	2 MAY 1958 - R. E. REDDICK, JR., RD3				
(Line 6)	BULL RUN	MAGNIFY	0005	135 CORPEN TACK KILO CORPEN STANDBY EXECUTE	0005

EXAMPLE - SAME RADIOTELEPHONE LOG USING CW EQUIVALENTS AND ABBREVIATIONS

	TO	FM	TIME	TEXT	TOX
(Line 1)	BR	MAG	2302	IMMEDIATE EXECUTE $\overline{BT}$ TURN 180 $\overline{IMI}$ TURN 180 STANDBY $\overline{IX}$	2302
(Line 2)	BR	MAG	2335	$\overline{IX}$ $\overline{BT}$ 135 CORPEN - K CORPEN $\overline{BT}$ K	0005
(Line 3)	BR	MAG	2345	R - Ø12315Z FM MAG TO BR $\overline{BT}$ (TEXT) $\overline{BT}$ K	
(Line 4)				W. G. THEBUS, RDSN	
(Line 5)	2 MAY 1958			R. E. REDDICK, JR., RD3	
(Line 6)	BR	MAG	0005	135 CORPEN - K CORPEN STANDBY $\overline{IX}$ K	0005

3015. VISUAL LOG

.1 The visual log contains a record of all signals from the U.S. Navy Signal Book or other signal books as sent or received, including the date, time of receipt, time of delivery, time of execution, originator,

3015.1 (Continued)

addressee, method, and the signal itself; but NOT THE MEANING of any signal. It also contains identification data on all other visual traffic and all noteworthy events that affect the visual watch such as relieving the signal watch, exchange of calls, casualties to visual equipment, change of local time zone, etc.

.2 The visual log will be kept with a new page used at the beginning of each day, using local zone time of the ship.

EXAMPLE: DD782

TOD or TOR	TOX	METHOD	REC'D FROM	TRANSMIT TO	TRANSMIT ORIG	ACTION ADEE	INFO ADEE	TEXT
R Time				(1200-1600)				
1211	1214	FH			pØp1	p2		SPEED 18
1231		SEM	Dp8p4p2	Cp8p5	NABC	NDEF	NGHI	Ø617ØØZ see file
1245		SEM		Cp8p5	NABC	NDEF	NGHI	Ø617ØØZ see file
1315		FH			pØp7	p7		AX 6
1415	1416	FH			pØp7	p7		CORPEN 18
1415	1419	FH			pØp9	p9		SPEED 15
1500		FL	Exchanged calls with SS UNITED STATES					
1510			Broke 5 flag for breakdown					
1515			Hauled down 5 flag					
1535		FH			Dp7p8p2			2nd AF TACK SPEED N
1555	Watch properly relieved by J.H. Haltom, SM2							

N.W. Gill, SM1

.3 The time of execution will be shown in the case of an executive signal, and the time of receipt in the case of a signal requiring no execution.

.4 The text of messages not having a DTG will be logged with the full or partial text as necessary for identification.

3020. RECORDS DISPOSAL

3021. DISPOSAL SCHEDULE FOR MESSAGE FILES AND COMMUNICATION RECORDS

.1 This schedule is the authority for all activities except the U.S. Naval Communication Station, Washington, D. C. to dispose of message files and communication records.

KIND OF MATERIAL	DISPOSAL
1. General correspondence files.	Dispose of in accordance with appropriate instruction pertaining to administrative records of the command.
2. Communication equipment records.	Transfer with equipment, or destroy when survey action is completed on lost or destroyed equipment.
3. Operators and equipment service logs and performance records, load reports, and related records.	Transfer with equipment, or destroy when survey action is completed on lost or destroyed equipment.

3021.1 (Continued)

KIND OF MATERIAL	DISPOSAL
4. Telephone authorization slips or requests.	Destroy when one year old provided record has been checked against telephone bill.
5. Requests for telephone services. (Exclusive of payment copies filed in payment folder listed in item 6 below.)	Destroy when one year old.
6. Records relating to the payment of communication charges, including copies of invoices, toll statements, copies of vouchers and other records relating to leasing and payment for telephone and teletypewriter service, and collections.	Destroy four years after period covered by the account.
7. Information copies of telephone and teletype contracts with commercial companies and letters of modification.	Destroy upon termination or cancellation of contract or service order.
8. Records concerning publications distributed through the Registered Publications System.	Dispose of in accordance with effective edition of the Registered Publications Manual, RPS 4
9. Communication Center File: Copies of all messages received and sent (by whatever means) and filed chronologically in date-time group order. Includes Message Center's copy of unclassified messages and Cryptocenter's plain language edited versions of classified messages.	
a. Messages incident to distress or disaster.	Destroy when three years old.
b. Messages incident to or involved in any claim or complaint of which the command has been notified.	Destroy when two years old or when complaint or claim has been fully satisfied, whichever is the earlier. (Statute of limitations for filing of suits upon such claims elapses after two years.)
c. Messages of historical or continuing interest.	Retain.
d. All other messages.	Destroy when one year old.

3021.1 (Continued)

KIND OF MATERIAL	DISPOSAL
10. Station files, including radiophoto and radio station and visual station files; circuit copy of each message received, addressed to, transmitted by, or relayed.	Destroy when six months old.
11. Broadcast files. Usually maintained on a monthly basis since serial numbers of broadcast messages start with NR 1 the first day of each month. If more than one broadcast schedule is guarded during the month, appropriate notation is made in the file showing the station from which each broadcast was received, and the inclusive serial numbers of messages from each station.	Ships over 1000 tons, destroy when two months old. Ships 1000 tons or under, destroy when one month old. (Ships and other commands being inactivated may destroy broadcast files and logs upon decommissioning or inactivation.)
12. Logs or record sheets or registers of incoming and outgoing messages. Includes radio circuit logs and signal logs.	
a. Radio circuit logs relating to distress or disaster.	Destroy when three years old.
b. Logs of historical or continuing interest.	Retain.
c. All other logs.	Destroy when six months old.
13. Facsimile files:	
a. Messages incident to distress or disaster.	Destroy when three years old.
b. Messages incident to distress continuing interest.	Retain.
c. All other messages.	Destroy when one year old.
d. Meteorological maps and summaries.	Destroy when 48 hours old. (Naval weather stations receiving and filing meteorological maps and summaries comply the disposal instructions contained in OPNAV INSTRUCTIONS 3140.32 and 5212.7)
14. Radiophoto negatives.	Retain.
15. Tape relay station monitor tapes or page copies of outgoing messages and service desk rerun records (primary relay station log record of all messages).	Destroy when 60 days old.
16. Monitor tape or page copy of incoming messages (Relay Stations).	Destroy when 24 hours old.
17. Multiple log file: Relay station logs of incoming messages with multiple message addressees.	Destroy when six months old.