



Ships Store Program: (A) SS18-001

Pass To: Ships Store Officer

RETENTION OF SHIPS STORE DOCUMENTATION

This bulletin replaces **Ships Store Program Bulletin: (A) SS13-012 dated 27 November 2013**

Per recent Department of the Navy (DON) guidance in support of the DON's financial statement audit, all financial records related to the procurement of goods and services, paying bills, collecting debts, and accounting will be retained for a period of 10 years. Effective immediately, this bulletin serves as new guidance, in which all ships store returns will be retained on board for a period of 10 years. The following information is provided:

New Paragraph

9502 DISPOSITION OF RECORDS AND FILES

All ship's store records, files, and documents of the detaching officer will be maintained by the relieving officer. The relieving officer will make any adjustments or settlements of previous transactions as necessary. If the relieving officer is not satisfied with the condition of the records, they will report the facts immediately to the commanding officer for such action as considered necessary. As per Department of Navy guidance, ships store returns will be retained on board for a period of 10 years after which they will be disposed of in accordance with SECNAV M5210.1 and SECNAVINST 5210.8E.

All ships store operations afloat and ashore will adhere to the DON guidelines.

For any questions or concerns, please contact Mr. Gene Hoffman at (757) 502-7472 / email: Gene.Hoffman@nexweb.org