

Historical SF 115s Naming Schemes

SF 115 Prefix	Definition
NN	Office of the National Archives ⁱ
NC	Office of the Federal Records Centers ⁱⁱ
NC1	Office of the Federal Records Centers
N1	Office of Records Administration ⁱⁱⁱ
DAA	Schedules born digitally in ERA

Schemes	Dates Used	Key/Definitions
Various schemes for naming NARA's SF 115s changed over the years due to reorganizations and reassignments of SF 115 appraisal functions		
DAA-<u>XXXX</u>-<u>XXXX</u>-<u>XXXX</u> Example: DAA-0064-2011-0001 (Total of 18 placeholders including dashes)	2010- Present	<ol style="list-style-type: none"> 1. DAA = SF 115 digitally born in ERA 2. <u>XXXX</u>= 4 digit Record Group (RG) number 3. <u>XXXX</u>=4 digit Fiscal Year (FY) when SF 115 was registered 4. <u>XXXX</u>= 4 digit place holder for sequential SF 115 numbers assigned within a FY
N1-XXX-XX-XXX Example: N1-118-93-001 (Total of 13 placeholders including dashes)	1985- Present	<ol style="list-style-type: none"> 1. N1= NARA office symbol and external appraisal (N1) 2. XXX= three digit RG number 3. XX= 2 digit FY when SF 115 was registered 4. XXX= sequential SF 115 numbers assigned within a FY
NC1-XXX-XX-XX (Total of 13 placeholders including dashes) Example: NC1-060-08-10	1976-1985	<ol style="list-style-type: none"> 1. NC1= NARA office symbol and external appraisal (NC 1) 2. XXX= RG number 3. XX= 2 digit FY when SF 115 was registered 4. XX= sequential SF 115 number assigned within a FY
NC-XXX-XX-XXX Example: NC-174-00-211 (Total of 13 placeholders including dashes)	1975-1976	<ol style="list-style-type: none"> 1. NC= NARA office symbol 2. XXX = RG number 3. XX= 2 digit FY when SF 115 was registered 4. XXX= sequential SF 115 number assigned within a FY

<p>NN-174-100</p> <p>(Total of 8 original placeholders, now extended to 13 including dashes)</p> <p>Example: NN-174-100 = NN-174-<u>000</u>100</p>	<p>1962-1974 (only SF 115s dated from 1973 are listed in RCS)</p>	<ol style="list-style-type: none"> 1. NN= Key/Definition XXX= 3 DIGIT FY code (174=1974) 2. The '1' in '174' represents type of action (1=agency external disposal request) and '74' equals FY 3. <u>XXXXXX</u>- 3 zeros added to sequential job number to establish a 13 digit format
<p>Military Record Groups NU/AU/AFU</p> <p>N1-AU -XX-XXXX (Up to a total of 13 placeholders including dashes)</p> <p>Examples: <u>N1-AU-09-0100</u> <u>N1-AFU-09-0100</u></p>	<p>1977- present</p>	<ol style="list-style-type: none"> 1. NU- Abbreviation for Navy 2. AU- Abbreviation for Army 3. AFU- Abbreviation for Air Force 4. XX = 2 digit FY when SF 115 was registered 5. XXXX- zeros added to sequential SF 115 number to establish 13 digit format
<p>N2-XXX-XX-XXX * see notes</p> <p>(Total of 13 placeholders including dashes)</p>	<p>1973- present</p>	<ol style="list-style-type: none"> 1. N2- Internal re-appraisal on previously permanent accessioned records. 2. XXX= 3 digit RG number 3. XX= 2 digit FY when SF 115 was registered 4. XXX= 3 digit sequential job numbers
<p>N9-XXX-XX-XXX</p> <p>(Total of 13 placeholders including dashes)</p>	<p>1990- * see notes</p>	<ol style="list-style-type: none"> 1. N9- select SF 115s to address word processing and email dispositions (now covered by GRS) 2. XXX= 3 digit RG number 3. XX= 2 digit FY when SF 115 was registered 4. XXX= 3 digit sequential SF 115 numbers

***Notes:**

1. N9 SF 115s began after 1990 and lasted a few years and now they are fully superseded by GRS 20/13 and 14.
2. N2 SF115- This applies to only a specified block of accessioned records.

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- ⁱ Records Appraisal and Disposition Procedure Manual, p. 1-1 1987
 - ⁱⁱ Records Appraisal and Disposition Procedure Manual, , p. 1-11987
 - ⁱⁱⁱ Records Appraisal and Disposition Procedure Manual, p.1-1 1987