

Request for Records Disposition Authority

Records Schedule Number DAA-0127-2017-0004
 Schedule Status Approved

Agency or Establishment Department of the Navy
 Record Group / Scheduling Group Records of the U.S. Marine Corps
 Records Schedule applies to Major Subdivision
 Major Subdivision United States Marine Corps
 Minor Subdivision I&L LF/MCICOM GF-7
 Schedule Subject National Environmental Policy Act-Process Automation and Management Support (NEPA-PAMS)

Internal agency concurrences will be provided Yes

Background Information

The National Environmental Policy Act (NEPA) of 1969, as amended (42 United States Code § 4321-4370d) establishes a national environmental policy with goals of protection, maintenance, and enhancement of the environment, and provides a process for implementing these goals within federal agencies. Title 32 C.F.R. 775 and Marine Corps Order P5090.2 (series) Chapter 12 provides procedures for the Department of the Navy and U.S. Marine Corps, respectively, to implement the requirements of NEPA. The National Environmental Policy Act-Process Automation and Management Support (NEPA-PAMS) application is a web-enabled database that supports Marine Corps compliance with NEPA, to include analysis of agency proposals, document management, and workflow tracking support. The application supports web-based action initiation; process selection, tracking, and reporting; impact analysis; commenting; decisions; mitigation monitoring and tracking; administrative record; and document archiving. Marine Corps Base Camp Pendleton started using NEPA-PAMS in FY09. NEPA-PAMS will reach Initial Operating Capability as an enterprise-wide system in FY15 and the U.S. Marine Corps will use the system on an ongoing basis.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2017-0004

Sequence Number	
1	National Environmental Policy Act-Process Automation and Management Support (NEPA-PAMS) Master File Disposition Authority Number: DAA-0127-2017-0004-0001

Records Schedule Items

Sequence Number						
1	<p>National Environmental Policy Act-Process Automation and Management Support (NEPA-PAMS) Master File</p> <p>Disposition Authority Number DAA-0127-2017-0004-0001</p> <p>Data elements include but are not limited to Requests for Environmental Impact Review (REIRs) and supporting documentation, analysis of potential environmental impacts, required conservation and mitigation measures, records of regulatory consultation and public involvement, and interim and final determinations on proposed projects. Data is manually input by users. As currently configured NEPA-PAMS does not import or export to another IT system. The system generates email notifications to users when a project is ready for their review.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>SSIC 5090</td> <td>General Environmental Protection Records, paragraph 4</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off 6 years after completion of the action to correspond to the general statute of limitations under the Administrative Procedures Act (APA).</p> <p>Retention Period Destroy 30 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		Manual Citation	Manual Title	SSIC 5090	General Environmental Protection Records, paragraph 4
Manual Citation	Manual Title					
SSIC 5090	General Environmental Protection Records, paragraph 4					

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/24/2017	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
08/25/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist