

Records Schedule Number

DAA-0127-2017-0005

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 Subdivsion

Major Subdivision

United States Marine Corps

Minor Subdivision

MCICOM

Schedule Subject

Hazardous Material Management System (HMMS-MC)

Internal agency concurrences will

be provided

Yes

Background Information

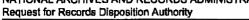
Hazardous Material Management System is a web-based automated tracking system used at Marine Corps Installations. The system enables Marine Corps to monitor and prove compliance with all Federal, State, and local regulations and statutes for managing and

tracking hazardous material and hazardous waste.

Item Count

Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0127-2017-0005

Sequence Number	
1	MASTER FILES
	Disposition Authority Number: DAA-0127-2017-0005-0001

Records Schedule Items

Sequence Number

1

MASTER FILES

Disposition Authority Number

DAA-0127-2017-0005-0001

Data elements include but are not limited to current and historical hazardous material inventory records (e.g., vendors, product descriptions, Material Safety Data Sheets) current and historical hazardous waste records (e.g., composition, manifests, waste sources), and organization data (e.g., users, buildings, workgroups).

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes

mail and word processing?

Do any of the records covered

Yes

by this item exist as structured

electronic data?

Manual Citation	Manual Title	
11	General Environmental Protection Records	

Disposition Instruction

Cutoff Instruction Destroy 3 years after waste is sent to a Treatment

Storage Disposal (TSD) facility. (N1-NU-89-4)

Retention Period Destroy 3 year(s) after sent to Treatment Storage

Disposal

Additional Information

GAO Approval Not Required



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	Ву	Title	Organization
01/24/2017	Certify .	Maurice King	Supervisory Manage ment Analyst	Assistant for Administration - Directives and Records Management Division
06/07/2017	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
06/12/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/12/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/13/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist