

Request for Records Disposition Authority

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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 e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	Yes				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>SSIC 5090.2b</td> <td>General Environmental Protection Records</td> </tr> </table>		Manual Citation	Manual Title	SSIC 5090.2b	General Environmental Protection Records
Manual Citation	Manual Title					
SSIC 5090.2b	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				

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
06/07/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist