

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2012-0005**
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 **Agency-wide**
Schedule Subject **Marine Ammunition Knowledge Enterprise (MAKE)**
Internal agency concurrences will be provided **No**

Background Information **Program Manager (PM) Ammunition MARCORSYSCOM conducts research, development, acquisition activities, and executes post-production total life cycle management support for all conventional ground ammunition required by Marine Forces to train for, and successfully conduct Expeditionary Maneuver Warfare MAKE is the enterprise's web based knowledge management repository and portal for business applications and serves as a central data repository to facilitate knowledge management through data mining and decision support tools**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2012-0005

Sequence Number	
1	Marine Ammunition Knowledge Enterprise (MAKE)
1 1	Marine Ammunition Knowledge Enterprise (MAKE) Master Files Disposition Authority Number. DAA-0127-2012-0005-0002
1 2	System Input Records Disposition Authority Number: DAA-0127-2012-0005-0003
1 3	System Documentation Disposition Authority Number: DAA-0127-2012-0005-0005
1 4	System Output Records
1 4 1	Site Traffic Reports. Disposition Authority Number: DAA-0127-2012-0005-0004
1 4 2	Search Result Reports Disposition Authority Number. DAA-0127-2012-0005-0006
1 4 3	Server Maintenance and System Log Records. Disposition Authority Number: DAA-0127-2012-0005-0007
1 4 4	Traffic Logs. Disposition Authority Number: DAA-0127-2012-0005-0008
1 4 5	Summary statistical reports Disposition Authority Number: DAA-0127-2012-0005-0009

Records Schedule Items

Sequence Number	
1	<p>Marine Ammunition Knowledge Enterprise (MAKE) The Program Manager for Ammunition (PM Ammo) has a requirement to procure software and technical services in order to maintain the Ammunition Automated Information Systems (AAIS) Portfolio. Maintenance includes Commercial-Off-The-Shelf (COTS) software licenses for annual maintenance. The four categories of maintenance: • Corrective maintenance- fixing bugs • Adaptive maintenance- no change to functionality but now works under new conditions • Perfective maintenance- adds something new, makes system better • Preventive maintenance- enhance internal structure of system without affecting external behavior Program Manager (PM) Ammunition MARCORSYSCOM conducts research, development, acquisition activities, and executes post-production total life cycle management support for all conventional ground ammunition required by Marine Forces to train for, and successfully conduct Expeditionary Maneuver Warfare. Our mission is clear: introducing military munitions into the Marine Corps stockpile, and managing all facets thereafter. From formulating budgets and developing acquisition strategies, to procuring and disposing of munitions, PM Ammunition serves as the Marine Corps Ground Ammunition Inventory Control Point (ICP). To accomplish this mission, the Program Manager for Ammunition maintains an Ammunition Automated Information Systems (AAIS) Portfolio. MAKE is the enterprise's web based knowledge management repository and portal for business applications and serves as a central data repository to facilitate knowledge management through data mining and decision support tools.</p>
1 1	<p>Marine Ammunition Knowledge Enterprise (MAKE) Master Files Disposition Authority Number DAA-0127-2012-0005-0002</p> <p>The MAKE database stores information pertaining to business applications residing under MAKE, MAKE data elements include but are not restricted to. • All budget artifacts produced by- Ammunition Budget Management System (ABMS) • All ammunition special requests pertaining to Collaborative Ammunition Management Online (CAMO) application • All site inspection artifacts pertaining to Environmental and Explosives Safety (EES) application • All qualification and certifications for the Explosives Qualifications and Certifications Program (eQual) • Information records pertaining to Jane's (Jane's Information Center) • All Marine Corps configuration change vehicle requests pertaining to the Marine Corps Ammunition Configuration Control Evaluation and Submission System (MCACCESS) • All inventory records in the Physical Inventory Control Program (PICP) • All records pertaining to Service Life Accelerated Age Test Program (SLAAT)</p> <p>Final Disposition Temporary Item Status Active</p>

1 2

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
Disposition Instruction	
Retention Period	Destroy when no longer needed
Additional Information	
GAO Approval	Not Required
System Input Records	
Disposition Authority Number	DAA-0127-2012-0005-0003
Input records include, but are not limited to directives, handbooks, guidance, reports, budget information, information sources, ammunition inventory information, explosives safety, and qualification and certification information.	
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
Disposition Instruction	
Cutoff Instruction	Content is removed from the web site when it is superseded, obsolete, or no longer needed. Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.
Retention Period	Destroy when no longer needed
Additional Information	
GAO Approval	Not Required

1 3

System Documentation

Disposition Authority Number DAA-0127-2012-0005-0005

Technical information (including record layout and code books) and user guides, location of files, tables, and programmatic parameters among other system functions.

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

Disposition Instruction

Retention Period Destroy when 3 years old or when superseded, obsolete, or when no longer needed for reference or law-enforcement purposes, whichever is later

Additional Information

GAO Approval Not Required

1 4

System Output Records

Output records include but are not limited to summary statistical reports for user purposes such as trend analysis, system response time tracking, system optimization analysis.

1 4 1

Site Traffic Reports.

Disposition Authority Number DAA-0127-2012-0005-0004

Statistical information about the use of the web site by visitors including number of visitors, number of page views, referring URLs, and browsers used by visitors. Reports are run on a monthly basis or whenever needed. Templates. Templates (DNN skins) are captured on creation and record how information is displayed on a page and are typically used to maintain consistency on the site. Records consists of design records; program management records, including policies and procedures; and web site posting logs indicating when pages were posted, updated, or removed. Search Result Reports. List of search terms entered by visitors to the web site. Reports are run on an as-needed basis Delete when no longer required for review purposes. Traffic Logs. Information about the use of the website by visitors to include number of visitors, number of pages viewed and/or audio/video recordings listened to. Logs do not reveal any information about individual visitor's information. Information is captured continuously. Delete when no longer required for review purposes. Server Configuration, Change

Management, and Server Policy Files. Provides a description and history of changes made on the various servers related to the operation of the web site, including web servers and searches servers. These records are created for potential site restoration in the event of a failure or other requirement to restore the site. Destroy when no longer required for review purposes. Software Records These records include versions of the products used and licenses for products. Delete 2 years after products are replaced. Server Maintenance and System Log Records. These describe events performed on the servers including login attempts and error reports Delete when no longer required for review purposes.

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

Disposition Instruction

Retention Period Destroy 2 year(s) after creation

Additional Information

GAO Approval Not Required

Search Result Reports

Disposition Authority Number DAA-0127-2012-0005-0006

List of search terms entered by visitors to the web site. Reports are run on an as-needed basis.

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

Disposition Instruction

1 4 2

1 4 3	<p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Server Maintenance and System Log Records.</p> <p>Disposition Authority Number DAA-0127-2012-0005-0007</p> <p>These describe events performed on the servers including login attempts and error reports.</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> <p>Disposition Instruction</p> <p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1 4 4	<p>Traffic Logs.</p> <p>Disposition Authority Number DAA-0127-2012-0005-0008</p> <p>Information about the use of the website by visitors to include number of visitors, number of pages viewed and/or audio/video recordings listened to Logs do not reveal any information about individual visitor's information. Information is captured continuously.</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>

1 4 5

Disposition Instruction

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

Summary statistical reports

Disposition Authority Number **DAA-0127-2012-0005-0009**

Summary statistical reports for user purposes such as trend analysis, system response time tracking, system optimization analysis.

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**

Disposition Instruction

Retention Period **Destroy when no longer needed**

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
09/05/2012	Return to Submitter	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
09/07/2012	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
10/25/2013	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/29/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/29/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/02/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist