

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0127-2012-0007**  
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                 **ORDERING BUDGET MANAGEMENT TOOL (OBMT)**  
Internal agency concurrences will be provided    **Yes**

Background Information            **OBMT allows users to track all budgets and compare obligated amounts against those budgets in a central location. OBMT's invoice tracking module report allows users to view CoSC invoices by Unit Identification Code (UIC) and Task Order (TO). These functions are limited based on a user's role and permissions. OBMT is a software application that requires programming, design, minimal development in a web-based environment; application testing; and deployment and documentation development.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0127-2012-0007

Sequence Number	
1	ORDERING BUDGET MANAGEMENT TOOL (OBMT)
1 1	ORDERING BUDGET MANAGEMENT TOOL (OBMT) MASTER FILES Disposition Authority Number: DAA-0127-2012-0007-0002

## Records Schedule Items

Sequence Number											
1	<p><b>ORDERING BUDGET MANAGEMENT TOOL (OBMT)</b>                      OBMT allows users to track all budgets and compare obligated amounts against those budgets in a central location. OBMT's invoice tracking module report allows users to view CoSC invoices by Unit Identification Code (UIC) and Task Order (TO). These functions are limited based on a user's role and permissions. OBMT is a software application that requires programming, design, minimal development in a web-based environment; application testing; and deployment and documentation development. PM MCNIS utilizes the Ordering and Budget Management Tool (OBMT) to support a variety of reporting and oversight responsibilities required for this budget. OBMT allows users to track all budgets and compare obligated amounts against those budgets in a central location. OBMT's invoice tracking module report allows users to view CoSC invoices by Unit Identification Code (UIC) and Task Order (TO). These functions are limited based on a user's role and permissions. OBMT is a software application that requires programming, design, minimal development in a web-based environment; application testing; and deployment and documentation development.</p>										
1.1	<p><b>ORDERING BUDGET MANAGEMENT TOOL (OBMT) MASTER FILES</b></p> <p>Disposition Authority Number      <b>DAA-0127-2012-0007-0002</b></p> <p>No original records are stored in OBMT. Data elements pertaining to Procurement Requests, Task Orders, Invoices relating to the CoSC are imported from different sources and used in reports; partial data from Procurement Requests are manually entered into OBMT to use in budget allocation and comparison reports. Major data elements or information contained within the system or application/module:, Procurement Requests, Task Orders, Invoices relating to the CoSC , Specific Reports, Procurement Requests List, Budget Command and UIC Allocation, Command Budget View, Task Order List, Invoice – Task Order Comparison and Billed Quantity Report, OBMT is not used for physical records and is not the originating source or final destination of Procurement Requests, Task Orders or Invoices.</p> <table data-bbox="378 1559 932 1955"> <tr> <td>Final Disposition</td> <td><b>Temporary</b></td> </tr> <tr> <td>Item Status</td> <td><b>Active</b></td> </tr> <tr> <td>Is this item media neutral?</td> <td><b>Yes</b></td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td><b>Yes</b></td> </tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td> <td><b>Yes</b></td> </tr> </table>	Final Disposition	<b>Temporary</b>	Item Status	<b>Active</b>	Is this item media neutral?	<b>Yes</b>	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	<b>Yes</b>	Do any of the records covered by this item exist as structured electronic data?	<b>Yes</b>
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Manual Citation	Manual Title
SSIC 7130	MASTER FILES

Disposition Instruction

Cutoff Instruction

Cut off annually.

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
11/18/2013	Certify	James Willson-Quayle	Director Directives R ecords Management Division	Department of the Navy - Secretary of the Navy
03/24/2015	Submit for Concur rence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
03/25/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
03/25/2015	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
03/26/2015	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist