

Request for Records Disposition Authority

Records Schedule Number DAA-0127-2013-0001
Schedule Status Appraiser Working Version
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 Strategic Asset Management System (SAMS/MARS/ARTS)
Internal agency concurrences will be provided Yes
Background Information This is a Marine Corps Electronic Information System (EIS) currently listed within the DON Application and Database Management System and DoD IT Portfolio Repository (DADMS-DITPR-DON)

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

WITHDRAWN

Outline of Records Schedule Items for DAA-0127-2013-0001

Sequence Number	
1	Strategic Asset Management System (SAMS/MARS/ARTS)
1.1	MASTER FILES Disposition Authority Number DAA-0127-2013-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Strategic Asset Management System (SAMS/MARS/ARTS) SAMS is a new conceptualized system of systems that brings together the functions and overall business decision support capabilities of three sub-elements, BelManage (Marine Corps asset discovery solution) Application Reporting and Tracking System (ARTS) Marine Corps Asset Requirements System (MARS) Together, these elements support the information Technology Asset Management (ITAM) process within the Marine Corps enterprise environment The following is a high level list of system functions Enable certification and distribution processes for the Navy Marine Corps Enterprise (NMCI) Continuity of Service Contract (COSC) as well as Release and Deployment Management (RDM) for the Next Generation Enterprise Network (NGEN) Enable HQMC C4/G6 to determine the IT requirements for a billet Enable Contract Technical Representatives (CTRs) to reconcile Information Technology (IT) service delivery Support IT Tech Refresh planning, Support Software Asset Management, Support IT vulnerability management SAMS was initially registered as a system of systems beginning in August, 2011 and is expected to be ongoing for the foreseeable future</p>
1 1	<p>MASTER FILES</p> <p>Disposition Authority Number DAA-0127-2013-0001-0002</p> <p>Data elements include but are not limited to IT hardware asset configuration elements (i e manufacturer, model, computer name, IP address, hard drive size, CPU, memory, etc), IT software asset identification elements (i e application name, version, manufacturer, architecture category, owning agency, etc), inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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>
Manual Citation	Manual Title

SSIC 2620 3	IT Asset and Configuration Management Files
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Disposition Instruction

Cutoff Instruction Destroy/delete 1 year after completion of the next inventory (GRS 24 3a)

Retention Period Destroy 1 year(s) after completion of the next inventory (GRS 24 3a)

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
11/05/2012	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division