

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2013-0003**
Schedule Status **Returned Without Action**

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 **NON-APPROPRIATED FUND RECORDS (TREASURY
WORKSTATION ICMS)**
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)**

WITHDRAWN

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

Outline of Records Schedule Items for DAA-0127-2013-0003

Sequence Number	
1	International Cash Management System (ICMS)
1 1	SYSTEM INPUT RECORD Disposition Authority Number DAA-0127-2013-0003-0002
1 2	International Cash Management System (ICMS) Master File Disposition Authority Number DAA-0127-2013-0003-0001
1 3	SYSTEM OUTPUT RECORDS Disposition Authority Number DAA-0127-2013-0003-0003
1 4	DOCUMENTATION Disposition Authority Number DAA-0127-2013-0003-0004

Records Schedule Items

Sequence Number					
1	<p>International Cash Management System (ICMS) International Cash Management System (ICMS) enables the Treasury section of the Finance and Accounting Branch to manage Marine Corps Community Service's (MCCS) investments and monitor market activity as well as cash balances for the organization. Data elements include but are not limited to Balances, Forecasts, Debt, Investments, Cash Position, Daily Cash Position, General Ledger Table, Quick Code, Portfolio, Instrument Types, Ratings, and Credit Line Types</p>				
1 1	<p>SYSTEM INPUT RECORD Disposition Authority Number DAA-0127-2013-0003-0002</p> <p>Data sources and their data elements or information include but are not limited to (1) Banks and Other Financial Sources Cash accounts balances and Credit Card accounts balances, (2) Computron (the MCCS Finance & Accounting System). Check balances</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">SSIC 7010</td> <td style="text-align: center;">NON APPROPRIATED FUNDS RECORDS</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Delete when data have been entered into the master file or database or verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later (GRS 20 2b)</p> <p>Retention Period Delete when data have been entered into the master file or database or verified, or when no longer required to support reconstruction of, or serve as</p>	Manual Citation	Manual Title	SSIC 7010	NON APPROPRIATED FUNDS RECORDS
Manual Citation	Manual Title				
SSIC 7010	NON APPROPRIATED FUNDS RECORDS				

	<p style="text-align: right;">backup to, a master file or database, whichever is later. (GRS 20 2b)</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>International Cash Management System (ICMS) Master File</p> <p>Disposition Authority Number DAA-0127-2013-0003-0001</p> <p>International Cash Management System (ICMS) enables the Treasury section of the Finance and Accounting Branch to manage Marine Corps Community Service's (MCCS) investments and monitor market activity as well as cash balances for the organization. Data elements include but are not limited to Balances, Forecasts, Debt, Investments, Cash Position, Daily Cash Position, General Ledger Table, Quick Code, Portfolio, Instrument Types, Ratings, and Credit Line Types</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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> <table border="1" data-bbox="393 1219 1533 1357"> <thead> <tr> <th data-bbox="393 1219 963 1268">Manual Citation</th> <th data-bbox="963 1219 1533 1268">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="393 1268 963 1357">SSIC 7010</td> <td data-bbox="963 1268 1533 1357">NON APPROPRIATED FUNDS RECORDS</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Destroy 6 years and 3 months after period covered by account (GRS 6 1a)</p> <p>Retention Period Destroy 6 year(s) and 3 month(s) after period covered by account (GRS 6 1a)</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	SSIC 7010	NON APPROPRIATED FUNDS RECORDS
Manual Citation	Manual Title				
SSIC 7010	NON APPROPRIATED FUNDS RECORDS				
1 3	<p>SYSTEM OUTPUT RECORDS</p> <p>Disposition Authority Number DAA-0127-2013-0003-0003</p> <p>Data output includes but is not limited to reports such as Cash Flow Reports, Reconciliation Reports, Worksheet Reports, Debt and Investment Reports, Credit</p>				

Line Reports, Accounting Reports, Forecast Reports, Bank Division Reports, Interface Reports, Cash Flow Forecast Reports, Cash Flow Variance Reports, Interest Verification Reports, Current Daily Bank Reports, Prior Day Reports, Proof of Cash Reports, and In-House Bank Report

Final Disposition **Temporary**

Item Status **Withdrawn**

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**

Manual Citation	Manual Title
SSIC 7010	NON APPROPRIATED FUNDS RECORDS

Disposition Instruction

Cutoff Instruction **Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20 4)**

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

DOCUMENTATION

Disposition Authority Number **DAA-0127-2013-0003-0004**

Documentation includes but is not limited to a User Manual lcms_user_Guide_403, system specifications, and other specifications

Final Disposition **Temporary**

Item Status **Withdrawn**

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**

1 4

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
SSIC 7010	NON - APPROPRIATED FUNDS RECORDS

Disposition Instruction

Cutoff Instruction **Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later (GRS 20.11a(1))**

Retention Period **Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later (GRS 20 11a(1))**

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
02/11/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
05/07/2013	Return Without Action	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services