

### Request for Records Disposition Authority

Records Schedule Number      DAA-0127-2013-0008  
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                Albany Publication System (APS)  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

## Outline of Records Schedule Items for DAA-0127-2013-0008

Sequence Number	
1	Albany Publication System (APS)
1 1	MASTER FILES Disposition Authority Number. DAA-0127-2013-0008-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Albany Publication System (APS)</b> The Albany Publication System is designed to provide warehouse data on Marine Corps Technical and Non-Technical publications that are stored at Marine Corps Logistics Command. It provides functionality controlling the initial procurement, receipt, storage, inventory, replenishment, distribution, and disposition of Marine Corps Publications. Storage. Warehouses 1121 and 1220 contain Physical hardcopy print of various Marine Corps Publications Interfaces: Data Entry, Stock Lists (SL) and Marine Corps Publications (MCPDS).</p>				
1 1	<p><b>MASTER FILES</b></p> <p>Disposition Authority Number      <b>DAA-0127-2013-0008-0001</b></p> <p><b>Data elements include but are not limited to warehouse data on Marine Corps Technical and Non-Technical publications that are stored at Marine Corps Logistics Command</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></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><b>SSIC 4442.3</b></td> <td><b>Supply Levels Records</b></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period                         <b>Destroy after third system backup (N1-NU-86-4).</b></p> <p>Additional Information</p> <p>GAO Approval                              <b>Not Required</b></p>	Manual Citation	Manual Title	<b>SSIC 4442.3</b>	<b>Supply Levels Records</b>
Manual Citation	Manual Title				
<b>SSIC 4442.3</b>	<b>Supply Levels Records</b>				

### 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
01/29/2013	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 Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist