

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2013-0010**
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 **Live Scan Management System (LSMS)**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0127-2013-0010

Sequence Number	
1	LIVE SCAN MANAGEMENT SYSTEM (LSMS)
1 1	MASTER FILES Disposition Authority Number: DAA-0127-2013-0010-0002

Records Schedule Items

Sequence Number					
1	<p>LIVE SCAN MANAGEMENT SYSTEM (LSMS) LSMS is a software application that supports an inkless fingerprinting process by electronically capturing, storing, and transmitting fingerprint images for law enforcement and/or identification purposes. Images are used for criminal records checks and background investigations or for registration and permits (or suspension or revocation of permits)</p>				
1 1	<p>MASTER FILES</p> <p>Disposition Authority Number DAA-0127-2013-0010-0002</p> <p>Data elements include but are not limited to: Name, Rank, Social Security/Military ID Number, Address, Reason for fingerprint, and Phone Number, situation of charges, supporting information.</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> <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>SSIC 5580</td> <td>LAW ENFODRCEMENT RECORDS</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction TEMPORARY</p> <p>Transfer to Inactive Storage Maintain records in the system for one year. Destroy when 1 to 10 years old based on the legal requirements for the purpose.</p> <p>Retention Period Maintain records in the system for one year. Destroy when 1 to 10 years old based on the legal requirements for the purpose</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	SSIC 5580	LAW ENFODRCEMENT RECORDS
Manual Citation	Manual Title				
SSIC 5580	LAW ENFODRCEMENT RECORDS				

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 Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist