

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2013-0013**

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 **Construction Management Information System (CMIS)**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0127-2013-0013

Sequence Number	
1	CONSTRUCTION MANAGEMENT INFORMATION SYSTEM (CMIS)
1 1	CONSTRUCTION MANAGEMENT INFORMATION SYSTEM (CMIS) MASTER FILE Disposition Authority Number. DAA-0127-2013-0013-0001

Records Schedule Items

Sequence Number					
1	<p>CONSTRUCTION MANAGEMENT INFORMATION SYSTEM (CMIS) CMIS is a project management tool that manages enterprise construction projects for USMC Community Services installations worldwide. CMIS manages, tracks, and reports project phases related to the planning, management, and implementation of project scope, budget, resources, schedules, and performance</p>				
1 1	<p>CONSTRUCTION MANAGEMENT INFORMATION SYSTEM (CMIS) MASTER FILE</p> <p>Disposition Authority Number DAA-0127-2013-0013-0001</p> <p>Data elements include but are not limited to Project Number, Command, Project Type, Project Description, Project Status, Location, Net Present Value, Return on Investment (ROI), Internal Rate of Return, Cost Estimate, Public Works Approvals, Scope Information, Budget (Total and Tracked By Project Phases), Congressional Approval, Collateral Equipment and Fixed Assets Information, Approved Date, Approved Amount, and Code of Federal Regulations (CFR). This system is NOT USED to manage/track project funding for an audit inspection/review.</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;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td>SSIC 4081</td> <td>Logistics Support Plans and Policy Records</td> </tr> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Destroy when 10 years old or later when the agency determines the records are no longer needed for operational purposes.</p> <p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p>	Manual Citation	Manual Title	SSIC 4081	Logistics Support Plans and Policy Records
Manual Citation	Manual Title				
SSIC 4081	Logistics Support Plans and Policy Records				

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
01/29/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
09/27/2013	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/24/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist