

Request for Records Disposition Authority

Records Schedule Number DAA-0127-2013-0014
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 Major Subdivision
Major Subdivision US MARINE CORPS
Minor Subdivision ADMINISTRATION AND RESOURCE DIVISION
Schedule Subject SSIC 1100
 Marine Corps Recruiting Information Support System (MCRISS)

Internal agency concurrences will be provided Yes

Background Information This a Marine Corps Electronic Information System (EIS) currently listed within the DON Application and Database Management System and DoD Portfolio Repository (DADMS-DITPR-DON). MCRISS is the Marine Corps Recruiting Command's (MCRC) enterprise software system used at every level to track applicant processing from commitment to accession or commission into the Marine Corps and Marine Corps Reserve.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2013-0014

Sequence Number	
1	Marine Corps Recruiting Information Support System (MCRISS)
1.1	SYSTEM MASTER FILES Disposition Authority Number: DAA-0127-2013-0014-0002
1.2	Non-Selective Recruiting Records Disposition Authority Number: DAA-0127-2013-0014-0005

Records Schedule Items

Sequence Number					
1	<p>Marine Corps Recruiting Information Support System (MCRISS) MCRISS is the Marine Corps Recruiting Command's (MCRC) enterprise software system used at every level to track applicant processing from commitment to accession or commission into the Marine Corps and Marine Corps Reserve. Personally Identifiable Information (PII) is collected on each Marine Corps applicant in order to determine suitability for entry into the Marine Corps. This data is also used to determine job qualifications, perform demographic analysis for senior agencies, conduct marketing analysis in order to optimize performance of the recruiting force, and to generate initial data records for manpower, pay, and training systems.</p>				
1.1	<p>SYSTEM MASTER FILES</p> <p>Disposition Authority Number DAA-0127-2013-0014-0002</p> <p>Data elements include but are not limited to: Name, Citizenship, Race/Ethnicity, Personal Cell Telephone Number, Mailing/Home Address, Mother's Maiden Name, Marital Status, Financial Information, Law Enforcement Information, Emergency Contact, Other Names Used, Driver's License, Legal Status, Birth Date, Home Telephone Number, Religious Preference, Mother's Middle Name, Biometrics, Medical Information, Employment Information, Education Information, Social Security Number (SSN), Other ID Number, Gender, Place of Birth, Personal Email Address, Spouse Information, Child Information, Military Records, and Other.</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="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>SSIC 1100</td> <td>GENERAL RECRITING RECORDS</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy when no longer needed</p>	Manual Citation	Manual Title	SSIC 1100	GENERAL RECRITING RECORDS
Manual Citation	Manual Title				
SSIC 1100	GENERAL RECRITING RECORDS				

1.2

Additional Information

GAO Approval Not Required

Non-Selective Recruiting Records

Disposition Authority Number DAA-0127-2013-0014-0005

Applications, supporting documentation and correspondence for individuals not selected for service into the Marine Corps or Marine Corps Reserves.

Final Disposition Temporary

Item Status Active

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 1100	GENERAL RECRUITING RECORDS

Disposition Instruction

Cutoff Instruction Cut off files annually

Retention Period Destroy 5 year(s) after cutoff

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
10/23/2013	Certify	James Willson-Quayle	Director Directives R ecords Management Division	Department of the Navy - Secretary of the Navy
09/15/2014	Return for Revisio n	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/23/2014	Submit For Certific ation	Joel Westphal	Deputy Director, Dir ectives and Records Management	Department of the Navy - Department of the Navy
10/23/2014	Certify	Joel Westphal	Deputy Director, Dir ectives and Records Management	Department of the Navy - Department of the Navy
09/17/2015	Submit for Concur rence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
09/25/2015	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist