

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

**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><b>Marine Corps Recruiting Information Support System (MCRISS)</b>                  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><b>SYSTEM MASTER FILES</b></p> <p>Disposition Authority Number      <b>DAA-0127-2013-0014-0002</b></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                      <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; margin-top: 10px;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td><b>SSIC 1100</b></td> <td><b>GENERAL RECRITING RECORDS</b></td> </tr> </table> <p>Disposition Instruction</p> <p>Retention Period                            <b>Destroy when no longer needed</b></p>	Manual Citation	Manual Title	<b>SSIC 1100</b>	<b>GENERAL RECRITING RECORDS</b>
Manual Citation	Manual Title				
<b>SSIC 1100</b>	<b>GENERAL RECRITING RECORDS</b>				

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
<b>SSIC 1100</b>	<b>GENERAL RECRUITING RECORDS</b>

**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 Records Management Division	Department of the Navy - Secretary of the Navy
09/15/2014	Return for Revision	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/23/2014	Submit For Certification	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
10/23/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
09/17/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist