

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2013-0020**
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 **Food and Hospitality Point of Sale System (FHPOS)**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0127-2013-0020

Sequence Number	
1	Food and Hospitality Point of Sale System (FHPOS)
1 1	Food and Hospitality Point of Sale System (FHPOS) Master File Disposition Authority Number. DAA-0127-2013-0020-0005

Records Schedule Items

Sequence Number	
1	<p>Food and Hospitality Point of Sale System (FHPOS) Electronic information application used by enterprise food and hospitality or temporary lodging facilities such as military messes and clubs, hostess houses, civilian clubs, cafeterias, snack bars, and other facilities to track food and reservation, and lodging sales. The purpose of the Food and Hospitality Point of Sale System is to serve the Marines and their families.</p>
1 1	<p>Food and Hospitality Point of Sale System (FHPOS) Master File Disposition Authority Number DAA-0127-2013-0020-0005</p> <p>Food management data elements include but are not limited to food and beverage sales information; credit card data; and for each sale, date, time, menu item, quantity, amount, total amount, and method of payment. Hospitality data elements include but are not limited to lodging sales; guest information such as name, address, phone number, rank, and company; credit card data, and for each reservation and lodging, arrival date, departure date, number of nights, room type, room category, room number, amount, and guest name and address.</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> <p>Disposition Instruction</p> <p>Cutoff Instruction Destroy when 5 years old or once an audit of cash control procedures has occurred, whichever is earlier.</p> <p>Retention Period Destroy 5 year(s) after creation or when audit occurs, whichever is sooner</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
05/16/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
01/07/2014	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
01/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist