

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0127-2014-0023**  
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                **DEPARTMENT OF THE UNITED STATES MARINE CORPS**  
Minor Subdivision                **ADMINISTRATIVE RESOURCE**  
Schedule Subject                 **SSIC 1710 .5**  
    **"Marine Corps Marathon" Races and Event Series Database**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0127-2014-0023

Sequence Number	
1	"Marine Corps Marathon" Races and Event Series Database
1.1	Master Files Disposition Authority Number: DAA-0127-2014-0023-0002
1.2	Output Disposition Authority Number: DAA-0127-2014-0023-0004

## Records Schedule Items

Sequence Number					
1	<p><b>"Marine Corps Marathon" Races and Event Series Database</b> The purpose of the database is to register for a running event or volunteer opportunity. If there is a cost associated with a registration, a payment is facilitated through a third-party merchant payment processor. The "Marine Corps Marathon" administrators can retrieve, analyze, and edit registrant data and form elements. Records range from 1975 until 2014, with online registration beginning in 2004 to present.</p>				
1.1	<p><b>Master Files</b></p> <p>Disposition Authority Number      <b>DAA-0127-2014-0023-0002</b></p> <p>Data elements include but are not limited to First Name, Middle Name, Last Name, Gender, Birthdate, Email, Day phone, Evening Phone, Address, City, Country, Province, State, Zip Code, Wheelchair, Hand-cycle, Physically Impaired; Military Service: USMC, USN, USA, USAF, CG, NG, Foreign; Military Status: Active, Reserve, Retired, Former; Expected Finish Time, First "Marine Corps Marathon" , First Marathon, merchandise (T-shirt and sizes S,M, L), caps, training tool, MarathonFoto package, school; Parent/Guardian Information: Parent First Name, Middle Initial, Last Name, Address City, State, Zip Code, Parent Phone, race day emergency information; Payment information: Credit Card: Visa, MC, American Express, Discover, Credit Card number, Credit Card name, Expiration Date and verification code.</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;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>SSIC 1710</b></td> <td><b>RECREATION AND SOCIAL AFFAIRS RECORDS</b></td> </tr> </tbody> </table> <p>Disposition Instruction</p>	Manual Citation	Manual Title	<b>SSIC 1710</b>	<b>RECREATION AND SOCIAL AFFAIRS RECORDS</b>
Manual Citation	Manual Title				
<b>SSIC 1710</b>	<b>RECREATION AND SOCIAL AFFAIRS RECORDS</b>				

1.2

Cutoff Instruction                      Cut off every four years for electronic storage on CDs.

Retention Period                        Destroy 10 year(s) after CUT OFF.

**Additional Information**

GAO Approval                            Not Required

**Output**

Disposition Authority Number        DAA-0127-2014-0023-0004

a. **STATISTICAL RECORDS ON RACE WINNERS.** Records are overall top three Female/Male Winners, Seniors, Masters and Age Group winners; Teams, Wheelchairs and Handcycles. Data elements include first name, middle initial, last name, age on race day, gender, and finisher results and placing. Statistical records on all finisher results. Data elements include first name, middle initial, last name, age on race day, gender, and finisher results.

Final Disposition                        Permanent

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 1710	RECREATION AND SOCIAL AFFAIRS RECORDS

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply                      **Electronic Records**

Cutoff Instruction                        Cut off every 4 years

Transfer Electronic Records to the National Archives for Pre-Accessioning        Transfer electronic records to the National Archives for pre-accessioning immediately after 10 YEARS

Transfer to the National Archives for Accessioning        Transfer to the National Archives immediately after 20 YEARS

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?	Unknown UNKNOWN
How frequently will your agency transfer these records to the National Archives?	Unknown UNKNOWN

## 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
09/24/2014	Return to Submitter	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
09/25/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/03/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
03/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/11/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist