

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0127-2015-0001

Request for Records Disposition Authority

Records Schedule Number: DAA-0127-2015-0001
Schedule Status: Returned Without Action
Agency or Establishment: Department of the Navy
Record Group / Scheduling Group: Records of the U.S. Marine Corps
Records Schedule applies to: Department-wide
Schedule Subject: SSIC 12000 GENERAL CIVILIAN PERSONNEL RECORDS
TIME COLLECTION DEVICE SYSTEM (TCDS)
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). TIME COLLECTION DEVICE SYSTEM (TCDS) is host for time clock biometric punches recording employees start and stop times.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

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Records Schedule: **DAA-0127-2015-0001**

Outline of Records Schedule Items for DAA-0127-2015-0001

Sequence Number	
1	TIME COLLECTION DEVICE SYSTEM (TCDS)
1.1	MASTER FILES Disposition Authority Number: DAA-0127-2015-0001-0001
1.2	SYSTEM INPUT FILES Disposition Authority Number: DAA-0127-2015-0001-0002
1.3	SYSTEM OUTPUT RECORDS Disposition Authority Number: DAA-0127-2015-0001-0003
1.4	DOCUMENTATION Disposition Authority Number: DAA-0127-2015-0001-0004

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Records Schedule Items

Sequence Number					
1	<p>TIME COLLECTION DEVICE SYSTEM (TCDS) Marine Corps Community Services uses Synapps as the Time Collection Device System. This system is host for time clock biometric punches recording employees start and stop times. The TCDS was implemented in 2006, and has been maintained and upgraded periodically since. Use of all areas of the system is ongoing.</p>				
1.1	<p>MASTER FILES</p> <p>Disposition Authority Number DAA-0127-2015-0001-0001</p> <p>TCD DATA: Data elements include, but are not limited to: Badge ID, Punch Date/ Time, and Punch Type. Validation files and punch history files are also maintained. Synapps DATA: Data elements include but are not limited to: Badge ID, Punch Date/Time, Punch Type, TCD ID, fingerprint templates, terminal IP addresses, terminal descriptions, and validation files.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>SSIC 12000</td><td>GENERAL CIVILIAN PERSONNEL RECORDS</td></tr></tbody></table> <p>Disposition Instruction</p> <p>Cutoff Instruction TCD DATA: Temporary. Time Collection Devices forward punches to Synapps and store a maximum of 5000 punches. SYNAPPS DATA: Temporary. Punches are received from the TCDs and are stored in the TERMINAL_TRANSACTIONS (raw data) and PS_TIME_RECORDS (converted data) tables. These tables are purged nightly at midnight. Punches are stored here for only 24 hours. Punches are stored in</p>	Manual Citation	Manual Title	SSIC 12000	GENERAL CIVILIAN PERSONNEL RECORDS
Manual Citation	Manual Title				
SSIC 12000	GENERAL CIVILIAN PERSONNEL RECORDS				

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1.2

an archive folder for 3 months, and subsequently in a backup folder for 1 year. Punches are transmitted within minutes to the HRMS which stores the data Permanently.

Retention Period Destroy immediately after 1 year.

Additional Information

GAO Approval Not Required

SYSTEM INPUT FILES

Disposition Authority Number DAA-0127-2015-0001-0002

TCD DATA: Data sources and their data elements or information include but are not limited to Manual Input of Badge ID, punch type, and fingerprint scans. Source data for validation of badge id numbers comes from the HRMS. **SYNAPPS DATA:** Data sources and their data elements or information include but are not limited to punches and fingerprint scan data received from the time collection devices, terminal ip addresses and descriptions, and employee badge id.

Final Disposition Temporary

Item Status Pending

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 12000-12299	GENERAL CIVILIAN PERSONNEL RECORDS

1.3

Disposition Instruction

Cutoff Instruction Destroy when no longer required for current operations (NI-NU-86-3)

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

SYSTEM OUTPUT RECORDS

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Disposition Authority Number DAA-0127-2015-0001-0003

TCD DATA: Electronic transmissions to Synapps 24 hours/day 7 days/week.
Synapps DATA: Electronic transmissions to the HRMS within minutes 24 hours/
day 7 days/week. This is a configurable time value.

Final Disposition Temporary

Item Status Pending

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 12000-1299	Destroy when no longer required for current operations (N1-NU-86-3)

Disposition Instruction

Cutoff Instruction TCD DATA: Electronic transmissions to Synapps 24 hours/day 7 days/week. Synapps DATA: Electronic transmissions to the HRMS within minutes 24 hours/day 7 days/week. This is a configurable time value.

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

DOCUMENTATION

Disposition Authority Number DAA-0127-2015-0001-0004

Synapps On-Line Documentation is hosted for registered users by Kronos/Timelink at the following location: <http://www.timelink.com/support.html>

Final Disposition Temporary

Item Status Pending

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

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Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
SSIC 12000-12299	GENERAL CIVILIAN PERSONNEL RECORDS

Disposition Instruction

Cutoff Instruction Use of all areas of the system is ongoing.

Retention Period Use of all areas of the system is ongoing.

Additional Information

GAO Approval Not Required

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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
04/09/2015	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
10/29/2015	Return Without Action	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services