Request for Records Disposition Authority

Records Schedule Number	DAA-0127-2015-0002
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 Subdivsion
Major Subdivision	United States Marine Corps
Minor Subdivision	MCICOM, G-3
Schedule Subject	Marine Corps Fire and Incident Records System (MCFIRS)
Internal agency concurrences will be provided	Yes

Background Information

MCFIRS is a web-based application that provides the Marine Corps with an improved framework for efficient utilization of fire department resources through better information management. This is accomplished by providing a standardized system that improves productivity, quality, data sharing, and accountability. MCFIRS is a system that incorporates the National Fire Incident Reporting System (NFIRS), plus other versatile modules that supports the Marine Corps Fire and Emergency Services (Structural and ARFF) fire departments. MCFIRS is hosted by a commercial datacenter located in Denver, CO, and is accessed by civilian and uniformed firefighters at numerous Marine Corps Bases and Installations using Navy-Marine Corps Intranet (NMCI) standard browser and approved CAC cards. MCFIRS provides user friendly access to information including, but is not limited to: NFIRS compliant incident reporting, equipment maintenance, training records, and other fire department related data. The USMC benefits from MCFIRS's ability to provide data management for most, if not all, of the fire departments data management needs.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2015-0002

Sequence Number	
1	Marine Corps Fire and Incident Records System
1.1	MASTER FILES Disposition Authority Number: DAA-0127-2015-0002-0002
1.2	INPUT FILES Disposition Authority Number: DAA-0127-2015-0002-0003
1.3	OUTPUT FILES Disposition Authority Number: DAA-0127-2015-0002-0004

Records Schedule Items

Sequence Number	
1	**Marine Corps Fire and Incident Records System** MCFIRS is a system that incorporates the National Fire Incident Reporting System (NFIRS), plus other versatile modules that supports the Marine Corps Fire and Emergency Services (Structural and ARFF) fire departments. MCFIRS is hosted by a commercial datacenter located in Denver, CO, and is accessed by civilian and uniformed firefighters at numerous Marine Corps Bases and Installations.

1.1 **MASTER FILES**

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

Data elements include but are not limited to names, date of birth, addresses, pertinent medical information if it was an EMS call (vital signs, etc.), mission related information regarding personnel, risk response and prevention demographics, apparatus and equipment inventory, fire prevention and inspections, risk management, maintenance, fire hydrants, scheduling, training, and other operational activities.

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 3005.5	Emergency Reporting Files.

Disposition Instruction

Retention Period	**Destroy immediately after no longer needed for business purposes.**

Additional Information

GAO Approval	**Not Required**

1.2 **INPUT FILES**

Disposition Authority Number   DAA-0127-2015-0002-0003

Sources include witnesses and patients contacted at an emergency incident and Marine Corps Fire and Emergency Services personnel. Data elements include National Fire Incident Reporting System (NFIRS) and National Emergency Medical System Information System (NEMSIS

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 3005.5	Emergency Reporting Files

Disposition Instruction

Retention Period — Destroy when no longer needed

Additional Information

GAO Approval — Not Required

1 3 OUTPUT FILES

Disposition Authority Number — DAA-0127-2015-0002-0004

Incident information collected by MCFIRS is reported to the Naval Safety Center

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 3005.5	EMERGENCY REPORTING FILES

Disposition Instruction

Retention Period   Destroy when no longer needed

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
04/09/2015	Return to Submitter	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
05/04/2015	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
06/06/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
06/08/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist