

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	<p>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.</p>				
1.1	<p>MASTER FILES</p> <p>Disposition Authority Number DAA-0127-2015-0002-0002</p> <p>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.</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> <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>SSIC 3005.5</td> <td>Emergency Reporting Files.</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after no longer needed for business purposes.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	SSIC 3005.5	Emergency Reporting Files.
Manual Citation	Manual Title				
SSIC 3005.5	Emergency Reporting Files.				
1.2	<p>INPUT FILES</p> <p>Disposition Authority Number DAA-0127-2015-0002-0003</p>				

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

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

13

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 Services
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