

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0127-2017-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0127-2017-0002
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 Marine Corps Fire and Incident Records System
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 a tailored Commercial Off the Shelf (COTS) software package, 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	3

GAO Approval

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Outline of Records Schedule Items for DAA-0127-2017-0002

Sequence Number	
1	Marine Corps Fire and Incident Records System
1.1	MASTER FILES Disposition Authority Number: DAA-0127-2017-0002-0001
1.2	INPUT FILES Disposition Authority Number: DAA-0127-2017-0002-0002
1.3	OUTPUT FILES Disposition Authority Number: DAA-0127-2017-0002-0003

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Records Schedule Items

Sequence Number					
1	<p>Marine Corps Fire and Incident Records System 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. 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 provides access to information including, but is not limited to: NFIRS compliant incident reporting, equipment maintenance, training records, and other fire department related data.</p>				
1.1	<p>MASTER FILES</p> <p>Disposition Authority Number DAA-0127-2017-0002-0001</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.).</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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 3005.5</td><td>Emergency Reporting Files.</td></tr></tbody></table> <p>Disposition Instruction</p> <p>Cutoff Instruction Forward annually to the Director of Naval History and Heritage Command (NHHHC). NHHHC transfer to NARA when 30 years old. (N1-NU-89-5)</p> <p>Retention Period Forward annually to the Director of Naval History and Heritage Command (NHHHC). NHHHC transfer to NARA when 30 years old. (N1-NU-89-5)</p> <p>Additional Information</p>	Manual Citation	Manual Title	SSIC 3005.5	Emergency Reporting Files.
Manual Citation	Manual Title				
SSIC 3005.5	Emergency Reporting Files.				

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Records Schedule: DAA-0127-2017-0002

1.2

GAO Approval Not Required

INPUT FILES

Disposition Authority Number DAA-0127-2017-0002-0002

Data sources and their data elements or information include but are not limited to information and sources associated with emergency incidents. 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 Withdrawn

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

Cutoff Instruction Forward annually to the Director of Naval History and Heritage Command (NHHHC). NHHHC transfer to NARA when 30 years old. (N1-NU-89-5)

Retention Period Forward annually to the Director of Naval History and Heritage Command (NHHHC). NHHHC transfer to NARA when 30 years old. (N1-NU-89-5)

Additional Information

GAO Approval Not Required

1.3

OUTPUT FILES

Disposition Authority Number DAA-0127-2017-0002-0003

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

Final Disposition Temporary

Item Status Withdrawn

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Records Schedule: DAA-0127-2017-0002

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

Cutoff Instruction **Forward annually to the Director of Naval History and Heritage Command (NHHHC). NHHHC transfer to NARA when 30 years old. (N1-NU-89-5)**

Retention Period **Forward annually to the Director of Naval History and Heritage Command (NHHHC). NHHHC transfer to NARA when 30 years old. (N1-NU-89-5)**

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
01/24/2017	Certify	Maurice King	Supervisory Management Analyst	Assistant for Administration - Directives and Records Management Division
04/14/2017	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services