Records Schedule: DAA-0127-2017-0003

Request for Records Disposition Authority

Records Schedule Number

DAA-0127-2017-0003

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

Department-wide

Schedule Subject

Environmental Learning Management System (ELMS)

Internal agency concurrences will

be provided

Yes

Background Information

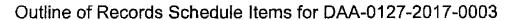
This is a Marine Corps Electronic Information System (EIS) currently listed within the DON Application and Database Management System and DoD IT Portfolio Repository (DADMS-DITPR-DON)

Item Count

Number of Total Disposition Items			Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Electronic Records Archives Page 1 of 6 PDF Created on: 06/16/2017



Sequence Number	
1	Environmental Learning Management System
1.1	Environmental Learning Management System Disposition Authority Number: DAA-0127-2017-0003-0001
1.2	MASTER FILES Disposition Authority Number: DAA-0127-2017-0003-0002

Records Schedule Items

Sequence Number		·
	Environmental Learning Management System THIS IS A MARINE CORPS ELECTRONIS INFORMATION SYSTEM (EIS) CURRENTLY LISTED WITHIN THE DON APPLICATION AND DATABASE MANAGEMENT SYSTEM AND DOD IT PORTIFOLIO REPOSITORY (DADMS-DITPR-DON)	
1.1	Environmental Learning Man	agement System
	Disposition Authority Number	DAA-0127-2017-0003-0001
	ELMS is a web-based system used to deliver, track and report both computer based and classroom environmental training. ELMS hosts unlimited online training courses, tracks and reports online training activity, exports training data to various file formats, and allows for customizable administrative permissions. The LMS is Section 508 compliant and developed with Microsoft ASP.NET and SQL Server 2000 technology.	
	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 email and word processing?

Yes

Do any of the records covered by this item exist as structured

Yes

electronic data?

Manual Citation	Manual Title
SSIC 1553.1	INSTRUCTION SYSTEMS DEVELOPMENT RECORDS

Disposition Instruction

Cutoff Instruction Destroy when 2 years old, or when no longer

required for research or reference in developing future systems, whichever is earlier. (N1-NU-86-1)

Retention Period Destroy when 2 years old, or when no longer

required for research or reference in developing future systems, whichever is earlier. (N1-NU-86-1)

Additional Information

GAO Approval Not Required

MASTER FILES

1.2

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

Data elements are online course records, schedules, enrollment records, and

student accounts.

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?

Do any of the records covered by this item exist as structured

electronic data?

Yes

Yes

Manual Citation	Manual Title
i i	INSTRUCTION SYSTEMS DEVELOPMENT RECORDS

Disposition Instruction

Cutoff Instruction Destroy when 2 years old, or when no longer

> required for research or reference in developing future systems, whichever is earlier. (N1-NU-86-1)

Retention Period Destroy when 2 years old, or when no longer

> required for research or reference in developing future systems, whichever is earlier. (N1-NU-86-1)

Additional Information

GAO Approval Not Required



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	Ву	Title	Organization
01/24/2017	Certify	Maurice King	Supervisory Manage ment Analyst	Assistant for Administration - Directives and Records Management Division
06/02/2017	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/11/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist