

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0127-2017-0003

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					
1	<p>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)</p>				
1.1	<p>Environmental Learning Management System</p> <p>Disposition Authority Number DAA-0127-2017-0003-0001</p> <p>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.</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 1553.1</td> <td>INSTRUCTION SYSTEMS DEVELOPMENT RECORDS</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>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)</p> <p>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)</p> <p>Additional Information</p>	Manual Citation	Manual Title	SSIC 1553.1	INSTRUCTION SYSTEMS DEVELOPMENT RECORDS
Manual Citation	Manual Title				
SSIC 1553.1	INSTRUCTION SYSTEMS DEVELOPMENT RECORDS				

1.2

GAO Approval Not Required

MASTER FILES

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? Yes

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

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

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
06/02/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/11/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist