

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-127-081	DATE RECEIVED 3/24/08
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION UNITED STATES MARINE CORPS			
3 MINOR SUBDIVISION ADMINISTRATIVE AND RESOURCES MANAGEMENT DIVISION (ARDB)			
4 NAME OF PERSON WITH WHOM TO CONFER HELENA A GILBERT <i>Helena Gilbert 2/20/08</i>	5 TELEPHONE 703-614-1081	DATE 3 NOV 11	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached _____ page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 3-17-08	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Dept of the Navy Director of Records
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	SSIC 1900.7 INFORMATION SYSTEM DOCUMENTING ENLISTED ADMINISTRATIVE SEPARATIONS SEE ATTACHMENT	N/A	

SSIC 1900 GENERAL SEPARATION RECORDS

SSIC's 1900.1 THRU 6 REMAIN UNCHANGED

SSIC 1900.7

7. INFORMATION SYSTEM DOCUMENTING ENLISTED ADMINISTRATIVE SEPARATIONS. This electronic (web based) system is used to process a service member's separation from the military service for all enlisted personnel, Active and Reserve, assigned to Marine Forces Reserve (MARFORRES) commands and units

[NOTE: Includes but not limited to the MARFORRES Marine Corps Enlisted Administrative Separations System (MCEADS).]

a. Master files consist of information on Enlisted Personnel including but not limited to Name, SSN, Unit, Rank, Date of Rank (DOR), Date of Birth (DOB), Place of Birth (PEDB), Monitoring Unit Code (MCC), Reporting Unit Code and Expiration of Active Service (EAS)

Temporary. Close completed separation packages annually, destroy/delete when 2 years old or after termination of reserve obligation whichever is earlier.

[Note: Hard Copy Separations Packages are sent to the Marine Corps' Personnel Management Support Branch (MMSB) for inclusion in the service members OMPF. (SSIC 1070.3)]

~~b. Input data consist of system uploads from the Marine Corps Total Force System (MCTFS). (Media Neutral)~~

GRS 2020

~~Destroy/Delete when no longer needed for reference purposes.~~

~~e. Output reports include but are not limited to: Reports on separations packages created, pending review, pending SJA Action, pending final action and Total Finalized (Media Neutral)~~

~~(1) Reports created and maintained by MARFORRES~~

~~Destroy/delete when no longer needed for reference purposes~~

~~(2) Reports created and maintained by MARFORRES Major Subordinate Commands (MSC)~~

GRS
20.16

~~Destroy/delete when no longer needed for reference purposes~~