

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

*NI-127-08-3*

Date Received

*8/4/08*

### Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

*1-13-09*

Archivist of the United States

*Adrienne Thomas*

To National Archives and Records Administration (NIR)  
Washington, DC 20408

1 From (Agency or establishment)

**DEPARTMENT OF THE NAVY**

2 Major Subdivision

**UNITED STATES MARINE CORPS**

3 Minor Subdivision

**ADMINISTRATION AND RESOURCES MANAGEMENT DIVISION**

4 Name of Person with whom to confer

*Helena Gilbert*  
**HELENA A. GILBERT**

5 Telephone (include area code)

*703-614-1081*  
**703-614-1081**

### 6 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 on the attached \_\_\_\_\_ page(s) are not now 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 Manual for Guidance of Federal Agencies

is not required

is attached

has been requested

Signature of Agency Representative

*[Signature]*

Title

*DoW Director of Records*

Date (mm/dd/yyyy)

*07/29/2008*

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<b>SSIC 11101.13 MARINE CORPS HOUSING AUTOMATED SYSTEM (MCHAS) SEE ATTACHED</b>	N/A	

11101 FAMILY HOUSING RECORDS

SSIC 11101.1 THRU 11101.12 REMAIN UNCHANGED

SSIC 11101.13

13. MARINE CORPS HOUSING AUTOMATED SYSTEM (MCHAS). System that documents statistics on the utilization and occupancy of military family housing assigned to Marine Corps installations. This electronic system identifies downtime, turnover rates, and occupancy rates to assist in determining deficiencies to family housing managers and other housing department personnel. This information is used to manage and provide support to family housing applicants and occupants. The system supports assignment, referral, fund control, maintenance planning, and furnishings control functions.

[NOTE: System data has been migrated to the Electronic Navy Housing System (eNH). Effective 2008 the Marine Corps Housing Automated System (MCHAS) is no longer in use.]

a. MCHAS System master data files migrated to eNH:

*Item 1*

Temporary. Destroy when data from MCHAS has been migrated to the Electronic Navy Housing System (eNH), verified and quality control measures have been performed and adhered to.

b. MCHAS data and hard copy records maintained prior to 2008. Maintained by Marine Corps Installations Housing Offices include but are not limited to Housing Assignment and Terminations, Waitlist, Housing Referral Tracking, Dependent/Pet/Firearms Tracking, Incident Reports, Financial data and billing, System Administration, Data Security and audit trails.

Temporary. Apply SSIC 11101.1 thru 11101.8 as appropriate for hard copy records. Data maintained in the MCHAS may be destroyed/deleted when no longer needed for reference purposes.

*Apply previous approved authorities.*

c. Documentation includes, but are not limited to descriptions of data elements, file layout, code books, and operator and user manuals.

Temporary. Destroy when no longer needed for reference purposes. *GRS 20.11(1)*

*1/6/08*  
*[Signature]*