

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY,</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-127-08-4	DATE RECEIVED 8/4/08
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION UNITED STATES MARINE CORPS			
3 MINOR SUBDIVISION ADMINISTRATION AND RESOURCES MANAGEMENT DIVISION (ARDB)			
4 NAME OF PERSON WITH WHOM TO CONFER HELENA A GILBERT <i>Helena Gilbert</i>	5 TELEPHONE 703-614-1081	DATE 1-13-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 7-28-08	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE DAN 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 GRS OR SUPERSEDED JOB CITATION	10.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 11100.426 GENERAL STRUCTURE AND FACILITIES RECORDS SEE ATTACHMENT	N/A	

SSIC 11100

MARINE CORPS RANGE AND TRAINING AREA MANAGEMENT SYSTEM

1. thru 4 No change

a. MARINE CORPS RANGE AND TRAINING AREA MANAGEMENT SYSTEM (MCTRAMS) is a comprehensive library of information on all USMC Range and training areas. MCTRAMS has copies of Range Complex management plans, GIS data, Map data, Range Standard Operating Procedures (SOP's), Archived historical range use data, and GIS tools for range managers (Safety Danger Zone, Laser hazard area, Aviation-Weapons Danger Zone, Range encroachment quantification tools

(1) File copies maintained by TECOM (Media Neutral) files may include but are not limited to GIS Maps, Surface Danger Zones, Range Safety Course, References files (MCO's, Safety Regulations, etc), and Briefs.

*Item 1*

Destroy when 3 years old, when no longer needed for reference purposes or when data is superseded, whichever is later

(2) Master file and historical data tapes.

*Item 2*

Destroy when 3 years old, when no longer needed for reference purposes or when data is superseded, whichever is later

*Item 3*

(3) Files maintained by Installation Range Facilities

Destroy when no longer needed for reference purposes

*Per Barth  
e-mail, 11/6/08  
[Signature]*

SSIC 11100

MARINE CORPS RANGE AND TRAINING AREA MANAGEMENT SYSTEM

1. thru 4. No change

4b. MARINE CORPS RANGE AND TRAINING AREA MANAGEMENT SYSTEM (MCTRAMS) is a comprehensive library of information on all USMC Range and training areas. MCTRAMS has copies of Range Complex management plans, GIS data, Map data, Range Standard Operating Procedures (SOP's), Archived historical range use data, and GIS tools for range managers (Safety Danger Zone, Laser hazard area, Aviation-Weapons Danger Zone, Range encroachment quantification tools.

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e-mail, 11/6/08*