REQUEST FOR RECORDS DISPOSITION AUTHORITY

.(See Instructions on reverse)

JOB NUMBER NI-127-08-5

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

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 ADMINISTRATIVE AND RESOURCES DIVISION (ARDB)	

4 NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
HELENA A GILBERT *Helena Gilbert 24 Jul 08*	703-614-1081	1-26-09	*Adrienne Thomas*

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,

[X] is not required.   [ ] is attached; or   [ ] has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7-28-08	*signature*	DON Director of Records

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	**SSIC 7310.8** **ACTIVITY BASED INFORMATION SYSTEM** **SEE ATTACHED**		

SSIC 7310 COST ACCOUNTING RECORDS

SSIC 7310.1 THRU 7310.7 REMAIN UNCHANGED

SSIC 7310.8 Activity Based Information System (ABIS)

8. Activity Based Information System (ABIS)

    a. Files accumulated by HQMC(I&L) *Standard Accounting, Budgeting + Reporting*

        (1) ABIS is an automated system that extracts and transforms financial data from the ~~Marine Corps Financial Accounting~~ System (SABRS) and other legacy data transaction systems to generate a total cost of activities at Marine Corps installations, bases and stations.

Item 1   Temporary. Close annually, destroy when 4 years.

      (2) Output data and reports.

        Temporary. Destroy when no longer needed for historical comparison or analysis. *GRS 20.5*

      (3) System Documentation

        Destroy/Delete when no longer needed to retrieve information from the system. *GRS 20.11a(1)*

    b. Records include but are not limited to electronic legacy systems that are migrated to other master systems, paper and electronic copies of records used for data input for ABIS.

        Temporary. Destroy after verification of data input and quality assurance. *GRS 20. 2a(4), hard copy*
GRS 20. 2b, electronic

Per Gilbert telephone conversation 10/2/08