

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 NI-127-09-2	DATE RECEIVED 10/16/08
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 A Gilbert</i> <i>S&P of</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 10-8-08	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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 1900.8 SEPARATION AND RETIREMENT STAFFING SYSTEM SEE ATTACHMENT	N/A	

SSIC 1900.7 is assigned to the Marine Corps Enlisted Administrative Separations System (SSIC assigned for Marine Forces Reserves Separation System)

SSIC 1900.8 Separations and Retirement Staffing System

8. Separations and Retirement Staffing System is a computerized application which allows the paperless routing of separations, retirements, retire/retain and retire/recall requests for Officers and retirement request for enlisted personnel Marine Corps wide.

a. Master files consist of but are not limited to Name, Rank, SSN, Request for Retirement date (officer/enlisted), Request for separation date (officer/enlisted), Retirement type (disability/non-disability), inter-service transfer requests, scanned copies of Administrative Action forms, Official Correspondence, Routing and Staffing Comments.

Temporary. Close completed claim files annually.
Destroy/Delete when 50 years old.

~~b. Input data consist of system uploads from the Marine Corps Total Force System (MCTFS), the Operational Data Store Enterprise (ODSE) and scanned copies of Administrative Action forms, and Official Correspondence submitted by service member requesting separation or retirement.~~

GRS 20 2(b)

~~Temporary. Destroy/Delete after verification of data input and quality assurance.~~

~~c. Documentation. Systems documentation including but not limited to, user manuals, systems descriptions, data dictionaries, baseline requirements reports, report listings, and the record layout/file structure and codes for each data file. The documentation for each data file will include any additional information about the content of the data file and/or the context in which the data file was created.~~

GRS 11a(1)

~~Temporary. Destroy/Delete when no longer needed to retrieve information from system.~~