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|-----------------------------------------------------------------------------------|-----------------------------|------------------------------------|---------------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                             | <b>LEAVE BLANK (NARA use only)</b> |                                       |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408     |                             | JOB NUMBER<br>N1-127-09-6          |                                       |
| 1 FROM (Agency or establishment)<br>DEPARTMENT OF THE NAVY                        |                             | DATE RECEIVED<br>6/10/09           |                                       |
| 2 MAJOR SUBDIVISION<br>UNITED STATES MARINE CORPS                                 |                             | NOTIFICATION TO AGENCY             |                                       |
| 3 MINOR SUBDIVISION<br>ADMINISTRATION AND RESOURCES MANAGEMENT DIVISION (ARDB)    |                             |                                    |                                       |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>TONYA PRICE                               | 5 TELEPHONE<br>703-614-1081 | DATE<br>6 Sept 12                  | ARCHIVIST OF THE UNITED STATES<br>DAR |

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 Manual for Guidance of Federal Agencies.

is not required,  is attached, or  has been requested

|                |                                                                                                                         |                                               |
|----------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| DATE<br>6-1-09 | SIGNATURE OF AGENCY REPRESENTATIVE<br> | TITLE<br>Dept of the Navy 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          | SEE ATTACHMENT<br>SSIC 1500.16<br>MARINE CORPS TRAINING INFORMATION MANAGEMENT SYSTEM (MCTIMS) | N/A                               |                                  |

SSIC 1500 GENERAL TRAINING AND EDUCATION RECORDS

SSIC 1500 1 thru 15 remain unchanged

SSIC 1500 16

16 Marine Corps Training Information Management System (MCTIMS)

MCTIMS is an integrated management system that supports end users throughout the entire Marine Corps by recording training for individual Marines and Units against training standards identified in the Training & Readiness Manuals (T&R), Military Occupation Specialty Manual, Formal School Program of Instruction MCTIMS provides assessments for training readiness for individuals and units and is used to develop curriculum at Marine Corps Formal Schools, including Student Registration and Student Evaluations, and is also used at Recruit Depots to track the issued weapons to recruits

a Files accumulated by HQMC (MCCDC/TECOM)

(1) Master files includes but are not limited to <sup>to</sup> Personnel Information such as Name, Rank SSN, Unit and individual training and readiness information, Marine Corps Formal School Programs of Instruction, Curriculum and Training & Readiness Manuals (T&R), Military Occupation Specialty Manuals

Permanent <sup>Pre-accession</sup> ~~Transfer~~ closed/completed records annually, <sup>Transfer legal custody</sup> to NARA when 20 years old per, 36 CFR 1228 or current NARA Guidance

~~(2) System Inputs include but are not limited to the Marine Corps Total Force System (MCTFS), the Operation Data Store Warehouse (ODSW) and the Total Force Retention System (TFRS)~~

~~Temporary Delete when data has been entered in the Master Files/database and verified (GRS 20 2b)~~

GRS 20.2b  
6/20/09  
SBR

(3) System outputs include but are not limited to Training and Readiness Manuals (T&R), the Military Occupational Specialty Manual (MOS Manual), Formal School Curriculums and Program of Instructions and the Unit Training (UTM)

~~(a) Training and Readiness Manuals (T&R), the Military Occupational Specialty Manual (MOS Manual) and Unit Training Management~~

~~Permanent: Apply SSIC 5215-1a~~

Instruction  
GRS 20.16 SBR

~~(b) ADHOC Reports include but not limited to syllabi, lesson plans, and instructional material~~

~~Temporary Destroy when no longer needed for administrative, legal, audit or other operation purposes (GRS 20.16)~~

GRS 20.16  
6/20/09  
SBR