

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-NU-07-11	DATE RECEIVED 9/20/2007
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 HELENA A GILBERT <i>Helena Gilbert 8/6/07</i>	5 TELEPHONE 703-614-1081	DATE 16 Aug 07	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 9-24-07	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director of Records, Dept of Navy
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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 GRS OR SUPERSEDED JOB CITATION	10.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	SEE ATTACHMENT SSIC 5860.3 LEGISLATIVE CASEWORK MANAGEMENT SYSTEM	N/A	

Enclosure(s)

SSIC 5860.1 and 2 remain unchanged

SSIC 5860.3 LEGISLATIVE CASEWORK MANAGEMENT SYSTEMS ~~XXXXXX~~

C.B.

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LEGISLATIVE CASEWORK MANAGEMENT SYSTEM ~~XXXXXX~~ is a system that ~~XXXXXX~~ is used to track the status of Congressional Inquiries throughout the Marine Corps; this includes date of receipt, date of closure, a narrative description of the major issues and actions taken during the course of the inquiry.

a. Files accumulated by CMC/OLA

- (1) Master files and historical data tapes

~~Temporary. Retain until no longer needed for reference. Superseded or Permanent. Transfer annually to NARA when files are 2-year old.~~ Obsolete

Per C. Barth & K. Enright-Lamere 5/8/2012

- (2) Input data disks and paper records

Delete when data has been incorporated into system and verified.

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. When available, 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.

~~Temporary. Retain until superseded, obsolete or no longer needed for Permanent. Transfer the documentation to NARA on an annual basis with the files in 5860.3a. reference.~~

per C. Barth & K. Enright-Lamere 5/8/2012

- ~~(3) Output data and reports~~

~~Retire records under SSIC 5860.1 or 5860.2 as appropriate.~~ INSTRUCTIONS

b. Other copies and databases

Records include but are not limited to electronic legacy systems that are migrated to master systems, paper, and electronic copies used for data input for congressional inquiries.

Delete when 2 years old or no longer needed for reference purposes.