## **INACTIVE - ALL ITEMS SUPERSEDED**

| RE                                      | QUEST FOR RECORDS DISPOSITION AUTHORITY   | LEAVE BLANK (N.  | ARA use only)                    |
|---|---|--|----------------------------------|
|   | (See Instructions on reverse)   | JOB NUMBER / 07-/  | 4                                |
|   | ATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) ASHINGTON, DC 20408   | DATE RECEIVED 9/17   | 107                              |
| 1. FRC                                  | OM (Agency or establishment)  | NOTIFICATION T   | O AGENCY                         |
|   | MENT OF THE NAVY  |  |                                  |
|   | IOR SUBDIVISION<br>STATES MARINE CORPS  |  |                                  |
| 3 MII                                   | NOR SUBDIVISION   | 11   |                                  |
|   | STRATIVE AND RESOURCES DIVISION (ARDB)  |  |                                  |
| 4. NAI                                  | ME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE   | DATE ARCHIVIST OF  | THE UNITED STATES                |
|   | A 8/6/07 1/05-014-1001  | 11 5 500 502   |                                  |
| 6. AG                                   | ENCY CERTIFICATION  |  |                                  |
| I hereb<br>records<br>retentio<br>GAO M | y certify that I am authorized to act for this agency in the matters pertaining proposed for disposal attached page(s) are not needed for the business in periods specified; and that written concurrence from the General Account fanuel for Guidance of Federal Agencies, | ss of this agency or will not be<br>ting Office, under the provision | e needed after the               |
| DATE                                    | SIGNATURE OF AGENCY DEDRESENTATIVE TITLE  | en requested.  |                                  |
| 9-5-0                                   |   | of Records   |                                  |
| 1 3                                     | " myself  | or Record  |                                  |
| 7.<br>ITEM<br>NO.                       | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION                                    | 10. ACTION TAKEN (NARA USE ONLY) |
| 1                                       | SEE ATTACHMENT SSIC 4061.1C MARINE CORPS FOOD MANAGEMEI INFORMATION SYSTEM  | NT   |                                  |
| ا ا                                     |   |  |                                  |
| 10.4                                    | 1/18/08 copies sent to agency & Numus   | STANDARD FORM  |                                  |

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SSIC 4061
MESSES AND CAFETERIAS RECORDS

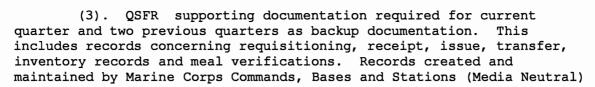
Item 1, SSIC 4061.4
1-3 remain unchanged

- **4061.4 Marine Corps Food Management Information System (MCFMIS).** This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies.
- a. MCFMIS is an electronic system that allows the Marine Corps to monitor and maintain Headcounts, Master menus, Forecasting Requirements, Inventory controls, Processing Requirements and Meal Production at the various mess halls.
- 1 \* Temporary. Close files annually at end of fiscal year, destroy when 10 years old or end of current contract whichever is later.
  - (1) Man Fed Per Day Reports (MANDAY FED) account for the number of personnel fed per day maintained by CMC I&L. (Media Neutral)
- Temporary. Destroy when 10 years old or end of current contract; whichever is later.
  - (2) Copies of MANDAY FED reports maintained by Marine Corps MEF Headquarters, Commands, Bases and Stations. (Media Neutral)
- **3** \* \* Temporary. Destroy when 2 years old.
  - (3) Output reports include but are not limited to Quarterly Subsistence Operational Analysis Reports (SOAR) inventories and statistical data. (Media neutral)
    - (a) Original SOAR reports maintained by HQMC (I&L)

4 \* Temporary. Destroy when 7 years old.

- (b) Duplicate SOAR reports maintained by the Marine Corps Commands, Bases and Stations.
- 5 \*\* Temporary. Destroy when no longer needed for reference purposes.
  - b. Quarterly Subsistence Financial Reports (QSFR) created by Marine Corps dining facilities while deployed to operational areas, training and exercises. (Media Neutral)
    - (1) Original QSFR reports maintained by HQMC (I&L)
  - 6 \* Temporary. Destroy when 7 years old.
    - (2) Duplicate QSFR reports maintained by the Marine Corps Commands, Bases and Stations.
  - 7 \* \* Temporary. Destroy when 2 years old.
    Supermeded by job / Item number:
    Supermeded by job / Item number:
    - 1\* DAR NU 2015 0004 0019
      2\* Date (MMDD/YYY):
      09/08/2017

## **INACTIVE - ALL ITEMS SUPERSEDED**



9\*\*

Temporary. Destroy when 2 years old.

Superseded by Job / item number:

3\*\*

7\*\*

09/08/2017

8\*\*

Superseded by Job / Item number:

5\*\* DAA -NU-2015-0034 09/08/2017

Per 1/23/08
Beth e-mail