

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-127-09-3	DATE RECEIVED 5/15/09
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION UNITED STATES MARINE CORPS			
3 MINOR SUBDIVISION ADMINISTRATION AND RESOURCE MANAGEMENT DIVISION (ARDB)			
4 NAME OF PERSON WITH WHOM TO CONFER HELENA A GILBERT <i>Helena Gilbert 3/25/09</i>	5 TELEPHONE 703-614-1081	DATE 3 Aug 12	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 4-27-09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE D.N. 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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 1070.4 MARINE CORPS OFFICER QUALIFICATION RECORD (OQR) AND SERVICE RECORD BOOK (SRB) SEE ATTACHMENT  <i>MARINE CORPS ENLISTED</i>	N/A	

SSIC 1070.4

MARINE CORPS OFFICER QUALIFICATION RECORD (OQR) AND MARINE CORPS ENLISTED SERVICE RECORD BOOK (SRB)

JUSTIFICATION MOBCOM request to destroy Marine Corps Reservist's Field Records (paper) after being scanned and stored for use by MOBCOM MOBCOM will electronically transmit scanned field records to HQMC (MMSB) upon discharge from the Marine Corps to be added to the OMPF At inception of OMPF+ MOBCOM will transmit all scanned field records to MMSB to be added to the OMPF MOBCOM will at that time use OMPF+ to access field records

4 MARINE CORPS OFFICER QUALIFICATION RECORD (OQR) AND MARINE CORPS ENLISTED SERVICE RECORD BOOK (SRB) These records are maintained by the command to which the Marine is attached They consist of a cumulative and concise summary of basic events of the officer or enlisted Marine's career from time of acceptance of appointment or enlistment to time of separation

a Fleet Marine Forces

~~(1) SRB/OQR of Marines with obligated/contractual service~~ INSTRUCTIONS S/R

~~Forward hardcopy of SRB/OQR to Mobilization Command (MOBCOM) when the Marine is separated from service or as otherwise directed by MARCOR Orders~~

① (2) Copies of SRB/OQR with obligated/contractual service

Destroy upon verification of receipt by MOBCOM

~~(3) SRB/OQR of retired Marines~~

~~Transfer hardcopy of SRB/OQR to HQMC (M&RA(MMSB)) per MARCOR Orders HQMC (M&RA(MMSB)) will apply SSIC 1070-3~~ INSTRUCTIONS S/R

② (4) Copies of SRB/OQR of retired Marines

Destroy upon verification of receipt by HQMC(M&RA(MMSB))

b MOBCOM

③ Upon receipt of SRB/OQR, scan records Transfer scanned copies of SRB/OQR to HQMC (M&RA(MMSB)) per applicable MARCORPS instructions

~~Destroy hardcopy of SRB/OQR after verification of data input and quality assurance HQMC (M&RA(MMSB)) will apply SSIC 1070-3~~ GRS 20.2(a)4

S/R