

<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 <i>NI-NY-07-14</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE NAVY		DATE RECEIVED <i>9/17/07</i>	
2. MAJOR SUBDIVISION UNITED STATES MARINE CORPS		NOTIFICATION TO AGENCY	
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 <i>4/10/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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 <i>9-5-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>Director of Records</i>
-----------------------	--	-------------------------------------

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 GRS OR SUPERSEDED JOB CITATION	10.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 4061.1C MARINE CORPS FOOD MANAGEMENT INFORMATION SYSTEM		

*LO 4/18/08 copies sent to agency & WWMU*

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)

2 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.

(3). QSFR supporting documentation required for current quarter and two previous quarters as backup documentation. This includes records concerning requisitioning, receipt, issue, transfer, inventory records and meal verifications. Records created and maintained by Marine Corps Commands, Bases and Stations (Media Neutral)

8

Temporary. Destroy when 2 years old.

*Per 1/23/08  
Bath e-mail*

SSIC 4061  
MESSES AND CAFETERIAS RECORDS

**Item 1, SSIC 4061.1C**  
**1a-b remain unchanged**

**4061.1c Marine Corps Food Management Information System.** This system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies.

Temporary, Close files annually at end of fiscal year, Transfer to WNRC when 3 years old. Destroy when 10 years old or end of current contract whichever is sooner.

- (1) Manday Fed Reports (Hard copies) maintained by CMC I&L.

Temporary, Retain on Board, Destroy when 10 years old or end of current contract whichever is sooner.

- (2) Marine Corps Quarterly Subsistence Operational Analysis Reports (SOAR) and the Quarterly Subsistence Financial Reports.

(a) Original and duplicate Quarterly Subsistence Operational Analysis Reports (SOAR) and the Quarterly Subsistence Financial Reports (QSFR) with all supporting documentation. (Hard Copies)

Temporary. Destroy when 2 years old.

(b) Subsistence reports and related records are required for current quarter and two previous quarters as backup documentation to the SOAR or QSFR. This includes records concerning requisition, receipt, issue, date, transfer and inventory of subsistence, meal verifications and fed reports. (Hard Copies)

Temporary. Destroy when 6 months old.

*Per 1/23/08  
Bath e-mail*