

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 <i>NI-NU-07-16</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</i>	5 TELEPHONE 703-614-1081	DATE <i>26 409</i>	ARCHIVIST OF THE UNITED STATES <i>Helen Winstanley</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 Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE <i>9-5-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE 	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 GRS OR SUPERSEDED JOB CITATION	10.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 11300.12 MARINE CORPS FACILITIES ASSET MANAGEMENT PROGRAM <i>le 2/17/08 copies sent to agency & NWIMW</i>	N/A	

Enclosure(9)

SSIC 11300.12

12. MARINE CORPS FACILITIES ASSET MANAGEMENT PROGRAM

USMC MAXIMO (USMC MAX) is the current information system used to document the accomplishment of assigned responsibilities for the development, maintenance and administration of utilities and services. The system contains nine modules: Work Order Management, Preventive Maintenance, Inventory Control, Equipment, Purchasing, Plans, Resources, Business Analysis & Key Performance Indicators.

a. For purpose involving USMC MAX, the term "closed/completed records" refers to files in the USMC MAX archive file

1 Temporary. Close completed records annually, Destroy when 5 years old.

b. Daily, Weekly and Monthly Reports (Outputs in paper)

2 Destroy when no longer needed for reference purposes.

Enclosure(9)

**MARINE CORPS RECORDS MANAGEMENT PROGRAM
ELECTRONIC RECORDS SERIES AND INFORMATION SYSTEM
NAVMC 11540 (EF) (01-07)**

1. SYSTEM TITLE	USMCmax (USMC Enterprise MAXIMO Facilities Asset Management System)			
2. SYSTEM DESCRIPTION <i>(IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)</i>	USMCmax is the Marine Corps standard, web-based facilities asset management systems used for installation and facilities management. The system contains nine modules. Work Order Management, Preventive Maintenance, Inventory Control, Equipment, Purchasing, Plans, Resources, Business Analysis & Key Performance Indicators			
3. PURPOSE OF SYSTEM <i>(IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)</i>	Ensure Facilities Management information is available when and where needed, enable installation commanders and Headquarters Marine Corps to effectively manage their resources and efficiently support the Marine Corps' missions			
4. SOURCE(S) OF DATA <i>(IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)</i>	The primary input is Marine Corps facilities management personnel at all Marine Corps installations. It does not connect to any other systems outside of the Marine Corps			
5. INFORMATION CONTENT <i>(IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)</i>	Facilities asset management. Covers the continuous maintenance requirements. Information is updated daily. System and files are located in commercial hosting facilities in San Diego and at prime contractor's site in McLean, VA			
6. SYSTEM OUTPUTS <i>(INCLUDE FORMAT OF OUTPUT DATA AND SYSTEM HIERARCHY AND IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)</i>	Management Reports and charts. Frequency depends on report but are daily, weekly, monthly, quarterly and yearly. Formats are PDF and XLS.	<table border="1"> <tr> <td data-bbox="789 1349 1011 1570">7. RECOMMENDED DISPOSITION OR AUTHORIZED DISPOSITION <i>(IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)</i></td> <td data-bbox="1011 1349 1572 1570"><i>Recommend disposition of records after 5 years</i></td> </tr> </table>	7. RECOMMENDED DISPOSITION OR AUTHORIZED DISPOSITION <i>(IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)</i>	<i>Recommend disposition of records after 5 years</i>
7. RECOMMENDED DISPOSITION OR AUTHORIZED DISPOSITION <i>(IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)</i>	<i>Recommend disposition of records after 5 years</i>			
8. HARDWARE AND SOFTWARE ENVIRONMENT <i>(IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)</i>	Windows 2000 Server. The Windows Operating System utilized on all USMCmax servers in the production environment. Maximo 5.2. A tailored COTS (USMCmax) running on a WebLogic 7.0 SP2 web server to satisfy the business processes of Facilities Maintenance and Public Works Departments of the different USMC bases. This is the main application in the USMCmax System (see attached sheet for remainder)			
9. RECORD MEDIUM	All backups are currently done to a backup server situated in the Castle Access Data facility in San Diego GA. Periodic backups are sent by CD or DVD to the contractor's	<table border="1"> <tr> <td data-bbox="789 1740 1011 1859">10. VOLUME AND ACCUMULATION</td> <td data-bbox="1011 1740 1572 1859">Volume Maximo Database 45 GB, Accumulation Maximo Database 12GB, Volume of all USMCmax Servers 325 GB, Accumulation of all USMCmax Servers 112 GB</td> </tr> </table>	10. VOLUME AND ACCUMULATION	Volume Maximo Database 45 GB, Accumulation Maximo Database 12GB, Volume of all USMCmax Servers 325 GB, Accumulation of all USMCmax Servers 112 GB
10. VOLUME AND ACCUMULATION	Volume Maximo Database 45 GB, Accumulation Maximo Database 12GB, Volume of all USMCmax Servers 325 GB, Accumulation of all USMCmax Servers 112 GB			
PREPARER'S NAME, OFFICE, PHONE NUMBER, AND DATE	Roger D Welborn, CMC LFF-2, 703 695 6158 09 April 2007			

Enclosure (9)

11. ADDITIONAL INFORMATION

Question 8

Actuate Report Server This subsystem is the report generator for Maximo 5.2. It interfaces directly with Maximo 5.2 and the Oracle Database.

Actuate eReport Designer A desktop application used to create custom and ad hoc reports in the different USMC bases.

Maximo Work Manager Server This application serves as an interface to the USMCmax System to allow the Maximo Work Manager Midstation to process requests of handheld devices to insert and update records in Maximo 5.2 database. There is no direct link from the handheld devices to the Maximo 5.2 Oracle database.

Maximo Work Manager Midstation A desktop application located in the Base Area Network that synchronizes the handheld devices to the Maximo Work Manager Server.

Maximo Mobile Work Manager, Maximo Mobile Inventory Manager A handheld device that is used by craftsmen to process Work Orders or Inventory in the field.

Maximo Database The Maximo database is on an Oracle 9i database server with net8 and jdbc connection to Maximo 5.2 application server.

WebMethod Server The WebMethod server is a subsystem of Maximo 5.2 for the development and implementation of interfaces that will work seamlessly with the USMCmax System.

Question 9

All backups are currently done to a backup server situated in the Castle Access Data facility in San Diego CA. Periodic backups are sent by CD or DVD to the contractor's facility in Herndon, VA.

Question 10

Volume Maximo Database 45 GB, Accumulation Maximo Database 12GB, Volume of all USMCmax Servers 325 GB, Accumulation of all USMCmax Servers 113 GB.