

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2013-0002**
Schedule Status **Approved**

Agency or Establishment **Department of the Navy**
Record Group / Scheduling Group **Records of the U S Marine Corps**
Records Schedule applies to **Agency-wide**
Schedule Subject **Purchase Request Builder (PR Builder)**
Internal agency concurrences will be provided **Yes**

Background Information **This is a Marine Corps Electronic Information System (EIS) currently listed within the DON Application and Database Management System and DoD IT Portfolio Repository (DADMS-DITPR-DON)**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2013-0002

Sequence Number	
1	PURCHASE REQUEST BUILDER (PR Builder)
1 1	MASTER FILE Disposition Authority Number DAA-0127-2013-0002-0002

Records Schedule Items

Sequence Number					
1	<p>PURCHASE REQUEST BUILDER (PR Builder) Purpose PR Builder is a web-based system used by the Marine Corps to automate the front-end (i.e., requirements phase) of the electronic procurement business process. The system is used Marine Corps wide to electronically create and route procurement, funding, and miscellaneous payment documents. PR Builder eliminates the need to manually prepare, store, and mail procurement related documents. An automated workflow engine is used to route documents electronically to the appropriate organizations and personnel. PR Builder interfaces with the DoD Standard Procurement System (SPS) and the Marine Corps Standard Accounting, Budget and Reporting System (SABRS). Documents that can be created and routed using PR Builder include</p>				
1 1	<p>MASTER FILE Disposition Authority Number DAA-0127-2013-0002-0002</p> <p>Data elements include but are not limited to Initiator ID, Organization, Agency Accounting Identifier, Approver ID, Unit of Measure, Document Title, Financial Approver ID, Unit Price, Document Type, Document Number, Total Amount, Object Class, Description, Contract Line Item Number, Appropriation, Quantity, Item Number, and Cost Code. For similar records, SECNAV M-5210.1 provides a destruction schedule of 6 years and 3 months after final payment. Records are being maintained for 12 years and 3 months. A longer retention period is requested given the importance of the information to Marine Corps effective management and operation of the paperless acquisition business enterprise.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>SSIC 7310.9</td> <td>Cost Accounting Records</td> </tr> </tbody> </table> <p>Disposition Instruction</p>	Manual Citation	Manual Title	SSIC 7310.9	Cost Accounting Records
Manual Citation	Manual Title				
SSIC 7310.9	Cost Accounting Records				

Retention Period	Destroy 12 year(s) and 3 month(s) after final payment
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
11/05/2012	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
12/17/2013	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
01/02/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist