

## Request for Records Disposition Authority

Records Schedule Number: **DAA-0127-2014-0016**  
 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: **Major Subdivision**  
 Major Subdivision: **United States Marine Corps**  
 Minor Subdivision: **Administration and Resource Division**  
 Schedule Subject: **SSIC 1760.2  
 Marine Corps Wounded, ILL and Injured Tracking System (MCWIITS)**

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). Marine Corps Wounded, Ill and Injured Tracking System (MCWIITS) provides the ability to identify, track and facilitate support to current and former ill and injured Marines, Sailors attached to or in support of Marine units, and their families throughout all of the phases of recovery.**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0127-2014-0016

Sequence Number	
1	Marine Corps Wounded, Ill and Injured Tracking System (MCWIITS) - Master files Disposition Authority Number: DAA-0127-2014-0016-0002
2	Documentation Disposition Authority Number: DAA-0127-2014-0016-0003

### Records Schedule Items

Sequence Number					
1	<p><b>Marine Corps Wounded, Ill and Injured Tracking System (MCWIITS) - Master files</b></p> <p>Disposition Authority Number      <b>DAA-0127-2014-0016-0002</b></p> <p>Master files include but are not limited to name, rank/grade, Military Occupational Specialty (MOS), Social Security Number (SSN), date of birth, current address, contact information, beneficiary and next of kin information, blood type, service separation information, limited financial information for medical claim submission, spouse information, primary caregiver information, limited injury and illness-specific medical information, services provided, charitable gifts received, and other personnel management data.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></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><b>SSIC 1760.2</b></td> <td><b>Civil Readjustment and Veterans Affairs Records</b></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off closed files annually.</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after separation or found physically fit.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                             <b>Not Required</b></p>	Manual Citation	Manual Title	<b>SSIC 1760.2</b>	<b>Civil Readjustment and Veterans Affairs Records</b>
Manual Citation	Manual Title				
<b>SSIC 1760.2</b>	<b>Civil Readjustment and Veterans Affairs Records</b>				
2	<p><b>Documentation</b></p> <p>Disposition Authority Number      <b>DAA-0127-2014-0016-0003</b></p>				

Data systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the master file.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Withdrawn Status Explanation Disposition falls under GRS

Disposition Instruction

Cutoff Instruction Disposition falls under GRS

Retention Period Disposition falls under GRS .

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
07/15/2014	Return to Submitter	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
07/29/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/03/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
03/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/11/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist