Request for Records Disposition Authority

Records Schedule Number

DAA-0127-2015-0002

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

Major Subdivsion

Major Subdivision

United States Marine Corps

Minor Subdivision

MCICOM, G-3

Schedule Subject

Marine Corps Fire and Incident Records System (MCFIRS)

Internal agency concurrences will

be provided

Yes

Background Information

MCFIRS is a web-based application that provides the Marine Corps with an improved framework for efficient utilization of fire department resources through better information management. This is accomplished by providing a standardized system that improves productivity, quality, data sharing, and accountability. MCFIRS is a system that incorporates the National Fire Incident Reporting System (NFIRS), plus other versatile modules that supports the Marine Corps Fire and Emergency Services (Structural and ARFF) fire departments. MCFIRS is hosted by a commercial datacenter located in Denver, CO, and is accessed by civilian and uniformed firefighters at numerous Marine Corps Bases and Installations using Navy-Marine Corps Intranet (NMCI) standard browser and approved CAC cards. MCFIRS provides user friendly access to information including, but is not limited to: NFIRS compliant incident reporting, equipment maintenance, training records, and other fire department related data. The USMC benefits from MCFIRS's ability to provide data management for most, if not all, of the fire departments data management needs.

Item Count

Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2015-0002

Sequence Number	
1	Marine Corps Fire and Incident Records System
1.1	MASTER FILES Disposition Authority Number: DAA-0127-2015-0002-0002
1.2	INPUT FILES Disposition Authority Number: DAA-0127-2015-0002-0003
1.3	OUTPUT FILES Disposition Authority Number: DAA-0127-2015-0002-0004

Records Schedule Items

,	dute items			
Sequence Number				
1	Marine Corps Fire and Incident Records System MCFIRS is a system that incorporates the National Fire Incident Reporting System (NFIRS), plus other versatile modules that supports the Marine Corps Fire and Emergency Services (Structural and ARFF) fire departments. MCFIRS is hosted by a commercial datacenter located in Denver, CO, and is accessed by civilian and uniformed firefighters at numerous Marine Corps Bases and Installations.			
1.1	MASTER FILES			
	Disposition Authority Number DAA-0127-2015-0002-0002			
	Data elements include but are not limited to names, date of birth, addresses, pertinent medical information if it was an EMS call (vital signs, etc.), mission related information regarding personnel, risk response and prevention demographics, apparatus and equipment inventory, fire prevention and inspections, risk management, maintenance, fire hydrants, scheduling, training, and other operational activities.			
	Final Disposition	Temporary		
	Item Status	Active		
	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 Yes by this item exist as structured electronic data?			
	Manual Citation		Manual Title	
	SSIC 3005.5		Emergency Reporting Files.	
	Disposition Instruction Retention Period	Destroy imm	nediately after no longer needed for rposes.	
	Additional Information	ition		
	Additional Information			
	GAO Approval Not Required		d	
1.2	INPUT FILES	.		
Disposition Authority Number DAA-0127-2015-0002-0003			2015-0002-0003	

Sources include witnesses and patients contacted at an emergency incident and Marine Corps Fire and Emergency Services personnel. Data elements include National Fire Incident Reporting System (NFIRS) and National Emergency Medical System Information System (NEMSIS

Final Disposition

Temporary

Item Status

Active

Is this item media noutral?

Yes

Do any of the records covered by this item currently exist in

Yes

electronic format(s) other than email and word processing?

Do any of the records covered

Yes

by this item exist as structured

electronic data?

Manual Citation	Manual Title
SSIC 3005.5	Emergency Reporting Files

Disposition Instruction

Retention Period

Destroy when no longer needed

Additional Information

GAO Approval

Not Required

13 **OUTPUT FILES**

Disposition Authority Number

DAA-0127-2015-0002-0004

Incident information collected by MCFIRS is reported to the Naval Safety Center

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered

by this item currently exist in electronic format(s) other than email and word processing?

Yes

Do any of the records covered

Yes

by this item exist as structured

electronic data?

Manual Citation	Manual Title
SSIC 3005.5	EMERGENCY REPORTING FILES

Disposition Instruction

Retention Period Destroy when no longer needed

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	Ву	Title	Organization
04/09/2015	Return to Submitte	Joel Westphal	Deputy Director, Dir ectives and Records Management	Department of the Navy - Department of the Navy
05/04/2015	Certify	Joel Westphal	Deputy Director, Dir ectives and Records Management	Department of the Navy - Department of the Navy
06/06/2016	Submit for Concur rence	Stèven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
06/07/2016	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
06/08/2016	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
06/13/2016	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist