INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-127-09-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

N1-0127-09-2 / 1 was superseded by DAA-NU-02015-0001-0015.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NUMBER
NI-127-09-2

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED
10/16/08

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)
DEPARTMENT OF THE NAVY

2 MAJOR SUBDIVISION
UNITED STATES MARINE CORPS

3 MINOR SUBDIVISION
ADMINISTRATION AND RESOURCES MANAGEMENT DIVISION (ARDB)

4 NAME OF PERSON WITH WHOM TO CONFER
HELENA A GILBERT *Helena A Gilbert 3 Sep 08*

5 TELEPHONE
703-614-1081

DATE
3 Nov 11

ARCHIVIST OF THE UNITED STATES

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,

[X] is not required,   [ ] is attached, or   [ ] has been requested

DATE
10-8-08

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Director of Records

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	**SSIC 1900.8** **SEPARATION AND RETIREMENT STAFFING SYSTEM** **SEE ATTACHMENT**	N/A	

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

SSIC 1900.7 is assigned to the Marine Corps Enlisted
Administrative Separations System (SSIC assigned for Marine
Forces Reserves Separation System)

SSIC 1900.8 Separations and Retirement Staffing System

8.   Separations and Retirement Staffing System is a computerized
application which allows the paperless routing of separations,
retirements, retire/retain and retire/recall requests for
Officers and retirement request for enlisted personnel Marine
Corps wide.

    a.   Master files consist of but are not limited to Name,
Rank, SSN, Request for Retirement date (officer/enlisted),
Request for separation date (officer/enlisted), Retirement type
(disability/non-disability), inter-service transfer requests,
scanned copies of Administrative Action forms, Official
Correspondence, Routing and Staffing Comments.

        Temporary. Close completed claim files annually.
Destroy/Delete when 50 years old.

    b.   Input data consist of system uploads from the Marine
Corps Total Force System (MCTFS), the Operational Data Store
Enterprise (ODSE) and scanned copies of Administrative Action
forms, and Official Correspondence submitted by service member
requesting separation or retirement.

GRS 20 2(b)

        Temporary. Destroy/Delete after verification of data
input and quality assurance.

    c.   Documentation.   Systems documentation including but not
limited to, user manuals, systems descriptions, data
dictionaries, baseline requirements reports, report listings,
and the record layout/file structure and codes for each data
file.   The documentation for each data file will include any
additional information about the content of the data file and/or
the context in which the data file was created.

GRS 11 a(1)

        Temporary.   Destroy/Delete when no longer needed to
retrieve information from system.

Print Form

Submit by Email

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

1 SYSTEM TITLE	Separation and Retirement Staffing System (SARSS) Application
2 SYSTEM DESCRIPTION (IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)	The Separation and Retirement Staffing System (SARSS) is a workflow application that processes Active Duty and Reserve Marines requests for Separation or Retirement from the Marine Corps
3 PURPOSE OF SYSTEM (IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)	The SARSS application allows packages to be routed throughout Manpower and Reserve Affairs expediently and allows members of the Separations and Retirement Branch to effectively track the package throughout the approval process
4 SOURCE(S) OF DATA (IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)	The Operational Data Store Enterprise (ODSE) provides additional data about the Service member when the package is initially entered into the SARSS application
5 INFORMATION CONTENT (IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)	The SARSS application contains personal information on the Service member and any information submitted by the member to support his application for retirement or separation The application also stores all administrative comments made by those individuals in the approval process

6 SYSTEM OUTPUTS (INCLUDE FORMAT OF OUTPUT DATA AND SYSTEM HIERARCHY AND IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)	The SARSS application generates the official Retirement certificates and letters that are presented to the Service member at time of retirement	7 RECOMMENDED DISPOSITION OR AUTHORIZED DISPOSITION (IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)	Due to the content of the application the recommended disposition to retain the records is indefinite
8 HARDWARE AND SOFTWARE ENVIRONMENT (IF NECESSARY ATTACH SEPARATE PAPER TO CONTINUE)	The SARSS application is a Lotus Domino application running on a Lotus Domino server version 6 5 5 The host operating system is Windows 2003		

9 RECORD MEDIUM	Lotus Domino application server which is backed up to tape archive	10 VOLUME AND ACCUMULATION	Currently the system encompasses 4GB of space since inception The system has processed over 37 000 separation and retirement requests since 1999
PREPARER'S NAME, OFFICE, PHONE NUMBER, AND DATE	Janice R. Callaway, Headquarters U S Marine Corps Manpower & Reserve Affairs, 703-784-0638 04-02-2007		

Reset Form

Adobe LiveCycle Designer 7 0

FILE

OFFICIAL FILE COPY

Rcd 1/7/09