

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-NU-07-12	DATE RECEIVED 9/17/07
1. FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION UNITED STATES MARINE CORPS			
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 816107 703-614-1081	DATE 8-28-08	ARCHIVIST OF THE UNITED STATES <i>Admiral C. Thomas</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 Manuel for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 9-5-07	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director of Records
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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 GRS OR SUPERSEDED JOB CITATION	10.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 5810.4 MARINE CORPS LEGAL CASE MANAGEMENT SYSTEM	N/A	

SSIC 5810.4

SSIC 5810.1 THRU 5810.3 REMAIN UNCHANGED

4. USMC INFORMATION SYSTEM DOCUMENTING MILITARY JUSTICE CASE PROGRESSION TRACKING. (Media Neutral)

Computerized tracking system used Marine Corps-wide to provide law centers, judge advocates, and staff judge advocates the ability to track the progression of their cases throughout the pre-trial, trial, and post-trial phases. The system provides oversight to ensure that all cases are tried in an expeditious manner, and that the post-trial process is handled in accordance with the timelines established by the appellate courts.

[NOTE: Includes but not limited to the Judge Advocate's Case Management System.]

*Item 1* Temporary. Destroy/Delete closed/completed files when 10 years old.

a. System Inputs. Records consist of manual inputs by Marine Corps Judge Advocate Offices and Legal Offices used as described above. (Media Neutral)

(1) Files and databases maintained by Headquarters Marine Corps Judge Advocate Division (CMC JA). (GRS 20.2(b))

Temporary. Destroy/Delete when no longer needed for reference purposes.

(2) Files and databases maintained at Major Subordinate Command Law Centers, Judge Advocate Offices and Staff Judge Advocate offices. (GRS 20.2(b))

Temporary. Destroy/Delete when no longer needed for reference purposes.

b. System Output. Reports include general, special and summary courts-martial status and disposition on an as-needed basis. (Media Neutral)

(1) Reports maintained by Headquarters Marine Corps CMC JA Division.

Temporary. Destroy/Delete when no longer needed for reference purposes. (GRS 20.16)

(2) Reports maintained at Major Subordinate Command Law Centers, Judge Advocate Offices and Staff Judge Advocate offices.

Temporary. Destroy/Delete when no longer needed for reference purposes. (GRS 20.16)

*Per Barth  
e-mail,  
4/28/08  
JB*

SSIC 5810.4 MARINE CORPS LEGAL CASE MANAGEMENT SYSTEM

SSIC 5810.1 THRU 5810.3 REMAIN UNCHANGED

4. MARINE CORPS LEGAL CASE MANAGEMENT SYSTEM

System used to provide the Marine Corps law centers, judge advocates, and staff judge advocates the ability to track the progression of their cases throughout the pretrial, trial, and post trial phases. The system provides oversight to ensure that all cases are tried in an expeditious manner, and that the post-trial process is handled in accordance with the timelines established by the appellate courts.

a. CASE TRACKING AND REPORTING SYSTEMS. Files accumulated by HQMC staff judge advocates (JA) in accordance with 36 CFR 1228 and current NARA guidance.

(1) Files accumulated by CMC/JA

a. Master files and historical data tapes

Permanent. Transfer annually to NARA when closed files are 5 year old.

b. Output data and reports

Retire records under SSIC 5800.1 and 5800.2 as appropriate

(2) Input data disks and paper records

Delete when database has been transferred to master files and verified.

b. 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. When available, 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.

Permanent. Transfer the documentation to NARA on an annual basis with the files in 5810.2

c. Electronic files and databases maintained for tracking and statistical purposes

(1) Files and databases maintained at HQMC Staff Judge Advocate.

Maintain for as long as database is necessary for organizational analysis and planning.

(2) Files and databases maintained at Major Subordinate Command Law centers, Judge Advocate Offices and Staff Judge Advocate offices.

Destroy when no longer needed for reference purposes.

*Per Bath  
email 4/23/08  
J*