

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

Job Number

NI-NU-07-15

Date Received

9/17/07

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

1 From (Agency or establishment)

DEPARTMENT OF THE NAVY

2 Major Subdivision

UNITED STATES MARINE CORPS

3 Minor Subdivision

ADMINISTRATION & RESOURCES MGMT DIVISION (ARDB)

4 Name of Person with whom to confer

Helena Gilbert

5 Telephone (include area code)

703-614-1081

Date

10/2/07

Archivist of the United States

Helena Gilbert

6 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 on the attached _____ page(s) are not now 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 Manual for Guidance of Federal Agencies.

is not required is attached has been requested

Signature of Agency Representative

Title

Director of Records

Date (mm/dd/yyyy)

9-13-2007

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	SEE ATTACHMENT SSIC 3510.4 [REDACTED] c.B [REDACTED] LESSONS LEARNED-JOINT LESSONS LEARNED INFORMATION SYSTEMS [REDACTED] c.B	N/A	

SSIC 3510 TACTICAL DOCTRINE RECORDS

SSIC 3510.1 thru 3510.3 REMAIN UNCHANGED

3510.4 ~~Information System~~ for ~~Joint Lessons Learned~~ - **Marine Corps Center**
(MCCLL-JLLIS) Information System

~~Note: Includes but not limited to Marine Corps Center for Lessons Learned Joint Lessons Learned (MCCLL-JLLIS) information system.~~

The purpose of this electronic system is to provide the Marine Corps the capability to collect, analyze, manage, and disseminate knowledge gained through operational experiences, exercises, and supporting activities. It also provides information and analysis on past, present and emerging issues and trends in support of operational commanders and the Commandant of the Marine Corps.

Item 1

a. Electronic files accumulated by the Marine Corps Center for Lessons Learned

(1) Master files consist of initial observations, briefings, interviews, lessons, interpretations, tactics, techniques, procedures, photographs, surveys, after action reports, and standard operating procedures collected from exercises and operations; topical papers and executive summaries written by MCCLL analysts from 1965 and on going.

Permanent. Transfer to NARA in 5 year blocks when 30 years old and in accordance with 36 CFR 1228 and/or current NARA guidance.

Note: The Center for Marine Corps Lessons Learned may retain a copy of all data transferred for reference purposes.

(2) 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.

Permanent. Transfer the documentation to NARA with each transfer of the master files. **GRS 20.11**

(3) Input data and paper records consisting of but not limited to OPREP-3 reports, lessons learned papers, studies, electronic legacy systems and after action reports that are used as data input for this system.

Destroy/Delete when data has been incorporated into system and verified. **GRS 20.2 b**

~~(4) Output reports, include but are not limited to initial observations, briefings, interviews, lessons, observations, tactics, techniques, procedures, photographs, surveys, after action reports standard operating procedures, topical papers and executive summaries. (Media Neutral)~~
information from the master files used to develop reports.

Information used to develop

(a) Reports to the Commandant of the Marine Corps (CMC), Assistant Commandant of the Marine Corps (ACMC) used as reference material to create documents such as briefings, summaries, and policies.

SSIC 3510.4 TACTICAL DOCTRINE RECORDS

SSIC 3510.1 thru 3510.3 REMAIN UNCHANGED

3510.4 ~~REDACTED~~ Lessons Learned-Joint Lessons Learned
Information System ~~REDACTED~~ *C.B.*

The purpose of this systems is to allow the Marine Corps to collect, analyze, manage, and disseminate knowledge gained through operational experiences, exercises, and supporting activities and to provide information and analysis on past, present and emerging issues and trends in support of operational commanders and the Commandant of the Marine Corps.

a. Files accumulated by the Marine Corps Center for Lessons Learned

(1) Master files and historical data tapes

Permanent. Transfer annually to NARA when files are 30 year old.

(2) Input data disks and paper records

Destroy/Delete when data has been incorporated into system 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 with each subsequent transfer.

c. Output reports, include but are not limited to initial observations, briefings, interviews, lessons, observations, tactics, techniques, procedures, photographs, surveys, after action reports standard operating procedures, topical papers and executive summaries.

Temporary, destroy when 2 years old or no longer needed for reference purposes.

d. Distributed Copies.

Temporary, destroy when superseded, canceled or no longer needed for reference purposes.

e. OTHER COPIES (MEDIA NEUTRAL)

Records include but are not limited to electronic legacy systems that are migrated to other master systems, paper and electronic copies that are used as data input for this system.

Destroy when superseded, canceled or no longer needed for reference purposes.

*Per Bath
email, 2/26/08
[Signature]*

[Item 2

Temporary. Destroy when no longer needed for reference purposes.

Note: The record copy of the final reports will be maintained under SSIC 3000.3.
(b) All other copies of output reports and distributed reports |

Item 3

Temporary. Destroy when 2 years old or no longer needed for reference purposes, whichever is later.

Changes per
phone conversation
with Helena Gilbert,
8/19/08



Per Bath e-mail
2/26/08, replaces
the original SF11E