INACTIVE - ALL ITEMS SUPERSEDED

REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
(See Instructions on reverse)	JOB NUMBER N/- N/4-07-/4
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED 9/17/07
·	NOTIFICATION TO AGENCY
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 5. TELEPHONE	DATE ARCHIVIST OF THE UNITED STATES
HELENA A. GILBERT YELLS GIBERT 703-614-1081	4/10/08 See Want
6. AGENCY CERTIFICATION	
I hereby certify that I am authorized to act for this agency in the matters pertaining	ss of this agency or will not be needed after the
	en requested.
DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE	of Records
1501 1150	of Records
7. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR 10. ACTION
ITEM NO.	SUPERSEDED TAKEN JOB CITATION (NARA USE ONLY)
1 SEE ATTACHMENT SSIC 4061.1C MARINE CORPS FOOD MANAGEME INFORMATION SYSTEM	
	·
·	
	}
10 11 1	
IN. 4/18/108 Copies sent to agency & Dumino	CTANDARD FORM 115 (PPU 2 0)
PREVIOUS EDITION NOT USABLE	STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

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SSIC 4061
MESSES AND CAFETERIAS RECORDS

Item 1, SSIC 4061.4
1-3 remain unchanged

- **4061.4 Marine Corps Food Management Information System (MCFMIS).** This electronic system standardizes and automates garrison mess hall procedures for requisitioning, storing, preparing, serving, and accounting for subsistence supplies.
- a. MCFMIS is an electronic system that allows the Marine Corps to monitor and maintain Headcounts, Master menus, Forecasting Requirements, Inventory controls, Processing Requirements and Meal Production at the various mess halls.
- 1 * Temporary. Close files annually at end of fiscal year, destroy when 10 years old or end of current contract whichever is later.
 - (1) Man Fed Per Day Reports (MANDAY FED) account for the number of personnel fed per day maintained by CMC I&L. (Media Neutral)
 - Temporary. Destroy when 10 years old or end of current contract; whichever is later.
 - (2) Copies of MANDAY FED reports maintained by Marine Corps MEF Headquarters, Commands, Bases and Stations. (Media Neutral)
- 3 * * Temporary. Destroy when 2 years old.
 - (3) Output reports include but are not limited to Quarterly Subsistence Operational Analysis Reports (SOAR) inventories and statistical data. (Media neutral)
 - (a) Original SOAR reports maintained by HQMC (I&L)

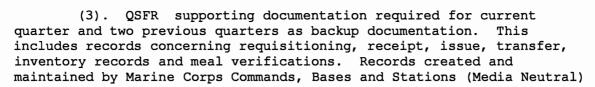
4 * Temporary. Destroy when 7 years old.

- (b) Duplicate SOAR reports maintained by the Marine Corps Commands, Bases and Stations.
- 5 ** Temporary. Destroy when no longer needed for reference purposes.
 - b. Quarterly Subsistence Financial Reports (QSFR) created by Marine Corps dining facilities while deployed to operational areas, training and exercises. (Media Neutral)
 - (1) Original QSFR reports maintained by HQMC (I&L)
 - 6 * Temporary. Destroy when 7 years old.
 - (2) Duplicate QSFR reports maintained by the Marine Corps Commands, Bases and Stations.
 - 7 * * Temporary. Destroy when 2 years old.
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 Supermeded by job / Item number:
 - 1* DAR NU 2015 0004 0019

 2*

 09/08/2017

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Temporary. Destroy when 2 years old.

Superseded by Job / item number:

3**

7**

09/08/2017

8**

Superseded by Job / Item number:

5** DAA -NU-2015-0034 09/08/2017

Per 1/23/08
Beth e-mail