

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2013-0016**
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 **Agency-wide**
Schedule Subject **Retail Workforce Scheduler (RWS)**
Internal agency concurrences will be provided **Yes**

Background Information **This is a Marine Corps Electronic Information System (EIS) currently listed within the DON Application and Database Management System and DoD IT Portfolio Repository (DADMS-DITPR-DON)**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2013-0016

Sequence Number	
1	RETAIL WORKFORCE SCHEDULER (RWS)
1 1	RETAIL WORKFORCE SCHEDULER (RWS) Master File Disposition Authority Number DAA-0127-2013-0016-0001

Records Schedule Items

Sequence Number					
1	<p>RETAIL WORKFORCE SCHEDULER (RWS) The Retail Workforce Scheduler (RWS) system is to use optimized labor scheduling software to allow management to budget, forecast, and schedule labor on a variety of key factors, including. sales forecasts/trends, corporate initiative, ad hoc assignment, employee skill, and employee preferences The date range of the records is 2010 and ongoing</p>				
1 1	<p>RETAIL WORKFORCE SCHEDULER (RWS) Master File Disposition Authority Number DAA-0127-2013-0016-0001</p> <p>Data elements include but are not limited to Employees, Users, Sites, Departments, Lines of Business (LOBs), Jobs, Sales, Returns, Items, Transactions, and Payroll wages</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>SSIC 7010</td> <td>NON APPROPRIATED FUNDS RECORDS</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Destroy when 6 years and 3 months old</p> <p>Retention Period Destroy 6 year(s) and 3 month(s) after creation</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	SSIC 7010	NON APPROPRIATED FUNDS RECORDS
Manual Citation	Manual Title				
SSIC 7010	NON APPROPRIATED FUNDS RECORDS				

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	By	Title	Organization
02/11/2013	Return to Submitter	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
02/11/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
12/17/2013	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
01/02/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist