

Request for Records Disposition Authority

Records Schedule Number: DAA-0127-2014-0014
 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: Major Subdivision
 Major Subdivision: United States Marine Corps
 Minor Subdivision: Administrative and Resource Division
 Schedule Subject: SSIC 5291 VI PRODUCTIONS, PRODUCTS AND SERVICES RECORDS MDI Security System
 Internal agency concurrences will be provided: No

Background Information
 MDI is a private enclave of electronic sensors and automated monitoring equipment supporting physical security for Marine Corps installations. The system consists of sensors installed at buildings or areas to detect and report access activity – both authorized and unauthorized. Sensor information flows across a dedicated private communications enclave to a central monitoring point located in the Provost Marshall's Office (PMO). Windows servers at the monitoring point process sensor data, store the results in a database, and generate displays for operator action. Closed circuit television video is also in use where needed and the video is stored on digital video recorders at PMO. MDI is deployed at all USMC installations worldwide.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0127-2014-0014

Sequence Number	
1	MASTER FILES
	Disposition Authority Number: DAA-0127-2014-0014-0002

Records Schedule Items

Sequence Number						
1	MASTER FILES					
	Disposition Authority Number	DAA-0127-2014-0014-0002				
	Data elements include but are not limited to personnel database, alarm event database and digital video recordings (where required).					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	Yes				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>SSIC 5291 5D(5)</td> <td>Visual Information Records</td> </tr> </tbody> </table>		Manual Citation	Manual Title	SSIC 5291 5D(5)	Visual Information Records
Manual Citation	Manual Title					
SSIC 5291 5D(5)	Visual Information Records					
	Disposition Instruction					
	Cutoff Instruction	TEMPORARY. Cut off after 30 days Destroy when no longer needed for business purposes.				
	Retention Period	Destroy when no longer needed				
	Additional Information					
	GAO Approval	Not Required				

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
06/06/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/24/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
03/25/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/25/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist