

ORIGINAL

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 N1-NU-06-7	DATE RECEIVED 9-11-2006
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 703-614-1081	DATE 7/16/07	ARCHIVIST OF THE UNITED STATES <i>Albin W...</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 Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 8-25-06	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 GRS OR SUPERSEDED JOB CITATION	10.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 1650.3C MARINE CORPS AWARDS	N1-NU-92-14	

SA 7/30/07 copies sent to Agency, NWMD, NWME, NWMWA, NR

115-109

NSN 740-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

ORIGINAL

SSIC 1650.3C

MARINE CORPS AWARDS

THE HEADQUARTERS MARINE CORPS AWARDS PROCESSING SYSTEM (APS) IS AN ELECTRONIC AWARDS SYSTEM THAT MANAGES THE AWARDS WORK PROCESS AND FULFILLS ALL RECORDKEEPING REQUIREMENTS FOR AWARDS APPROVED BY THE COMMANDANT OF THE MARINE CORPS (CMC) AND THOSE DELEGATED AWARDING AUTHORITIES WITHIN THE MARINE CORPS.

1. AWARDS PROCESSING SYSTEM (APS). THE CURRENT INFORMATION SYSTEM FOR MAINTAINING PERSONAL AND UNIT AWARDS. FOR PURPOSES INVOLVING THE APS, THE TERM "CLOSED/COMPLETED AWARD" REFERS TO AN AWARD IN THE APS ARCHIVE FILE. THE RECORDS INCLUDE THE HQMC APS 1650, DOCUMENT HISTORY RELATED TO DECISIONS MADE, SUMMARY OF ACTION, AND THE AWARD CITATION.

(a) FROM 1999 TO 2003

Item 1 PERMANENT. PRE-ACCESSION IMMEDIATELY THE CLOSED/COMPLETED AWARDS FILES FOR YEARS 1999 TO 2003 TO THE NATIONAL ARCHIVES (NARA) IN ACCORDANCE WITH 36 CFR 1228 AND CURRENT NARA GUIDANCE.

TRANSFER LEGAL CUSTODY TO NARA WHEN 25 YEARS OLD

(b) BEGINNING 2004

Item 2 PERMANENT. PRE-ACCESSION PHYSICAL CUSTODY TO NATIONAL ARCHIVES (NARA) THE CLOSED/COMPLETED AWARDS FILES ANNUALLY WHEN 3 YEARS OLD, IN ACCORDANCE WITH 36 CFR 1228 AND CURRENT NARA GUIDANCE.

TRANSFER LEGAL CUSTODY TO NARA WHEN 25 YEARS OLD

(c) DOCUMENTATION (MEDIA NEUTRAL)

Item 3 RECORDS INCLUDE BUT ARE NOT LIMITED TO DESCRIPTIONS OF DATA ELEMENTS AND FILE LAYOUT, CODE BOOKS, AND OPERATORS AND USER MANUALS.

PERMANENT. TRANSFER THE SYSTEM DOCUMENTATION WITH THE INITIAL TRANSFER OF THE RECORDS AND EACH SUBSEQUENT TRANSFER.

(d) OTHER COPIES (MEDIA NEUTRAL)

Item 4 RECORDS INCLUDE BUT ARE NOT LIMITED TO ELECTRONIC LEGACY SYSTEMS THAT ARE MIGRATED TO OTHER MASTER SYSTEMS, PAPER AND ELECTRONIC COPIES OF RECORDS USED FOR DATA INPUT FOR APS.

TEMPORARY. DESTROY AFTER VERIFICATION OF DATA INPUT OR QUALITY ASSURANCE, WHICHEVER IS LATER.

[NOTE: COMMANDS ARE AUTHORIZED, BUT NOT REQUIRED TO, RETAIN FOR 3 YEARS FOR REFERENCE PURPOSES ONLY.]

2. COMMAND AWARDS CASE FILES

CASE FILES OF PERSONAL AWARDS MAINTAINED BY AWARDING AUTHORITIES OR MAINTAINED BY ALL MARINE CORPS COMMANDS, BASES, STATIONS AND HEADQUARTERS MARINE CORPS STAFF AGENCIES. RECORDS INCLUDE BUT ARE NOT LIMITED TO RECOMMENDATIONS, SUPPORTING DOCUMENTS, RELATED CORRESPONDENCE, AND NOTIFICATIONS.

(a) CASE FILES COMPLETED PRIOR TO 31 DEC 1998
RECORDS ARE PAPER RECORDS THAT HAVE NOT BEEN ENTERED INTO APS.

TEMPORARY. MAINTAIN IN ACCORDANCE WITH SSIC 1650.3A AND SSIC 1650.3B AS APPROPRIATE. *NI-NU-92-14*

(b) CASE FILES COMPLETED AFTER 1 JAN 1999
RECORDS ARE COPIES OF DATA ENTERED INTO APS PRINTED OUT IN PAPER.

Item 5

TEMPORARY. DESTROY UPON VERIFICATION THAT THE INFORMATION IS CONTAINED IN THE AWARDS PROCESSING SYSTEM.

[NOTE: COMMANDS ARE AUTHORIZED, BUT NOT REQUIRED TO, RETAIN FOR 3 YEARS FOR REFERENCE PURPOSES ONLY.]

Received, 4/19/2007
[Signature] *Per USMC e-mail*

SSIC 1650.3c

MARINE CORPS AWARDS

MAINTENANCE OF AWARDS RECORDS FROM COMMANDS OR OTHERS OF DELEGATED AUTHORITY IN THE HEADQUARTERS MARINE CORPS AWARDS PROCESSING SYSTEM (APS)

1. AWARDS PROCESSING SYSTEMS (APS). CURRENT COMPUTERIZED METHOD OF MAINTAINING PERSONAL AND UNIT AWARDS. MAINTAINED SINCE 1999 AND CONTINUOUSLY MAINTAINED BY THE MARINE CORPS AWARDS BRANCH.

ELECTRONIC AWARDS FILES

PERMANENT. TRANSFER TO NARA WHEN 62 YEARS OR WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES, WHICHEVER IS SOONER. AT THE TIME OF LEGAL TRANSFER OF OWNERSHIP, THE NATIONAL ARCHIVES (NARA) AND THE MARINE CORPS WILL DETERMINE THE MEDIUM AND FORMAT IN WHICH THE ELECTRONIC RECORDS WILL BE TRANSFERRED. EVERY EFFORT WILL BE MADE TO TRANSFER RECORDS ELECTRONICALLY IN ACCORDANCE WITH THE STANDARD FOR PERMANENT ELECTRONIC RECORDS CONTAINED IN 36 CFR 1228.270 OR THE STANDARDS APPLICABLE AT THAT TIME.

2. LOCAL AWARDS CASE FILE RECORDS

CASE FILES OF AWARDS OF PERSONAL AND UNIT AWARDS MAINTAINED BY AWARDING AUTHORITY TO INCLUDE RECOMMENDATIONS, SUPPORTING DOCUMENTS, RELATED CORRESPONDENCE, AND EMAIL NOTIFICATIONS.

a. CASE FILES CREATED AND MAINTAINED **PRIOR** TO 31 DEC 2006, MAINTAINED BY CMC, FLEET MARINE CORPS FORCES COMMANDERS, AND COMMANDING GENERAL, MARINE CORPS COMBAT DEVELOPMENT COMMAND TO INCLUDE RECOMMENDATIONS, SUPPORTING DOCUMENTS AND RELATED CORRESPONDANCE, AND EMAIL NOTIFICATIONS.

MAINTAIN IN ACCORDANCE TO SSIC 1650.3A AND SSIC 1650.3B AS APPROPRIATE.

b. CASE FILES CREATED AND MAINTAINED **AFTER** 1 JAN 2007, MAINTAINED BY CMC, FLEET MARINE CORPS FORCES COMMANDERS, AND COMMANDING GENERAL, MARINE CORPS COMBAT DEVELOPMENT COMMAND TO INCLUDE RECOMMENDATIONS, SUPPORTING DOCUMENTS AND RELATED CORRESPONDANCE, AND EMAIL NOTIFICATIONS.

FILE OPENED UPON SUBMISSION INTO THE APS OR TO HEADQUARTERS MARINE CORPS AWARDS BRANCH.

DESTROY WHEN 3 YEARS OLD OR NO LONGER NEEDED FOR REFERENCE PURPOSES.