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|---|------------------------------|------------------------------------|---|
| 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-NR-07-9 | DATE RECEIVED 9/17/07 |
| 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> 8/6/07 | 5. TELEPHONE 703-614-1081 | DATE 7/20/07 | ARCHIVIST OF THE UNITED STATES <i>Allen Williams</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 Manuel for Guidance of Federal Agencies,

is not required, is attached; or has been requested

| | | |
|----------------|--|------------------------------|
| DATE 9-5-07 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE Director of Records |
|----------------|--|------------------------------|

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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 SSIC1850.3 TRAUMATIC INJURY PROTECTION PROGRAM | | |

At 8/7/08 copies sent to Agency, NARA

SSIC 1850 Disability Retirement Records

SSIC 1850.3 Traumatic Injury Protection Program System

ITEM 3. Traumatic Injury Protection Program (T-SGLI) System

3. Traumatic Injury Protection Program System provides Marine Corps service members who suffer a loss as direct result of a serious traumatic injury with monetary assistance.

a. The computerized system that allows service members to apply online for monetary claims as a direct result of traumatic injury. Master files include but not limited to scanned copies of medical records, scanned T-SGLI applications submitted to support the Marines claim, also includes initial, supplemental, reconsideration, Navy Council of Review claims and approvals and denials of claims.

Item 1 Temporary. Close completed claim files annually, Destroy/Delete when 40 years old,

(1) 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. (Media Neutral)

GRS 20.11

Temporary. Destroy/delete when no longer needed to retrieve information from system.

(2) Statistical Output Reports to include but not limited to: Amount Paid by OSGLI, Reports by Physicians, Graph by Retroactive and Current Status, In Appellate Process, Awaiting Documentation, Sent to BUMED, Applications Approved and Sent to OSGLI, Applications Disapproved and Sent to OSGLI, Applications Approved by OSGLI, Applications Disapproved by OSGLI. (Media Neutral)

Temporary. Destroy/delete when no longer needed for reference purposes.

GRS 20.16

b. Paper Claim files of T-SGLI applications and supporting documentation including but not limited to copies of medical records submitted as a part of the application process that may include psychological reports, correspondence from doctors and hospitals, and diagnoses.

Temporary. Destroy when 2 years old after scanned into the system and verified.

GRS 20.2a (4)

Note: Original Medical Records relating to T-SGLI are retained per SSIC 6150.1.

Per Barth e-mail,

5/19/08

[Signature]

SSIC 1850 Disability Retirement Records

SSIC 1850 **3** Traumatic Injury Protection Program

2. Traumatic Injury Protection Program provides Marine Corps service members who suffer a loss as direct result of a serious traumatic injury with monetary assistance.

a. Traumatic Injury Protection Program Application is a computerized system that allows service members to apply online for monetary claims as a direct result of traumatic injury.

Temporary. Close completed claim files annually, Destroy when 5 years old

b. Statistical Reports and Hard Copies of Claim forms

Temporary. Destroy when no longer needed for reference purposes (GRS 23 Item 1)

c. Copies of Medical Records, to include but not limited psychological reports, correspondence from doctors and hospitals, and diagnoses.

Temporary. Destroy in accordance with SSIC 1850 **3a**

*Per Barth
e-mail,
5/19/08
[Signature]*

Enclosure (3)