

MCTILM

Marine Corps Tool For Information Lifecycle Management



Every Day. Every Marine. Every Record.

Marine Corps Tool for Information Lifecycle Management (MCTILM) is a customizable, SharePoint (SP) solution designed to manage and dispose of records through the use of automated workflows. Designed to reflect a single, Records Center library construct, MCTILM supports the:

Assignment of metadata to declared records (ex. record schedule, retention, etc.)

Audiencing of PII, FOUO, and other close hold information (i.e., legal records)

Bulk accession of legacy paper records into an electronic format

Automated crosswalk of Standard Subject Identification Codes (SSICs) to their corresponding Record Schedules

Administrative and information management needs of the Marine Corps

HQMC

MCTILM is an enterprise level solution that:

- Guarantees cost savings in the volume of textual (hardcopy) records transferred to Federal Records Centers for storage each year
- Improves information management (i.e., FOIA, DOJ, Congressional Inquiries) and records retrieval
- Institutionalizes accurate records capture, maintenance, storage and recovery across the Marine Corps
- Reduces the administrative burden required to support long term and permanent records maintenance and storage
- Offers organizations a hybrid solution to manage records not already stored in an electronic information system (EIS).

COMMANDS

MCTILM is a command-specific Records Center that:

- Requires one-time initial set up
- Ensures the system and permissions scopes are completely customizable to an organization's internal business practices
- Reduces administrative burden
- Decentralizes records management to the individual user
- Promotes easy records accessibility and retrieval with directory-style search functions
- Guarantees records preservation and version history control
- Factors in Essential Records program compliance
- Standardizes RM practices across the Marine Corps
- Will ensure a seamless migration to the USMC's long-term ERM solution

USMC RECORDS MANAGEMENT SUPPORT TOOLS

CROSS



MCTILM



PENDING



NARA



PHASE I

Programmatic Management of Command RM



PHASE II

Records Repository



PHASE III

Designated Long-Term Temporary and Permanent Records Repository



PHASE IV

Retirement/Permanent Archival of Records

IMPORTANT RM LINKS

ARDB Website:

Records, Reports, Directives and Forms Management (marines.mil)

KEY FEATURES

1

Establish a RM program for export to MCTILM

PREPARATION: CROSS

- Validate Org Structure (hierarchy)
- Appoint Staff Section RMs
- Complete the command file plan
- Identify your Sharepoint SCA (Site Collection Administrator)
- Get CO Authorization

2

Work with your SCA for a one-time technical set up

INSTALLATION

- Web Solution Package (.wsp) file deployment
- "Auto-delete" Workflow Configuration

3

Train your personnel on proper MCTILM use

UTILIZATION

- Mass Upload of Records
- Declare/Check-in Records
- Manage Views
- Training

4

Tailor MCTILM to your specific command needs

CUSTOMIZATION

- Audiencing & Accessibility
- Managing Legal Holds
- Essential Records Inventory & Compliance

5

Keep your MCTILM Records Center current and let the system do the rest

OPERATION

- Permissions Management
- Long-Term Records Center Maintenance
- Manage Accounts/Personnel Turnover
- Records Disposition



MCTILM 2.0 (deployed March 2021) supersedes MCTILM 1.0 and is compatible with the USMC's enterprise migration to Office 365/SharePoint Online. Commands (ex. MCIWEST) currently utilizing MCTILM 1.0—which relies heavily on term-stores—will be required to "sunset" their legacy Records Centers for MCTILM 2.0. Contact ARDB for details.

Related Quick Series: Commanders, Staff Section RMs, CDRMs, CROSS Slick Sheet

GET IN TOUCH

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RECORDS MANAGER
OF THE MARINE CORPS

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HARTWOOD
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