



MCTILM

Marine Corps Tool For Information Lifecycle Management EVERY DAY. EVERY MARINE. EVERY RECORD.

The Marine Corps Tool for Lifecycle Management (MCTILM) is a customizable SharePoint solution designed to automate the disposition and destruction of records.

- Assigns metadata to declared records within SharePoint (i.e., author, record schedule, destruction date)
- Holds 100 percent of records (both Temporary and Permanent) and automatically disposes of records according to their respective lifecycle
- Eliminates the need for administrative personnel or records managers to manually dispose of (i.e., shred, box-up, and transfer) records every year
- Accommodates PII, FOUO, and close-hold information (i.e., legal hold)

FROM A HQMC PERSPECTIVE, MCTILM:

- 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 records management (RM)

FROM A CDRM PERSPECTIVE, MCTILM:

- 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
- Ensures a seamless migration to DON TRACKER

USMC RECORDS MANAGEMENT SUPPORT TOOLS

CROSS	MCTILM	DON TRACKER	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

UNDERSTANDING MCTILM

THE CDRM ROADMAP TO MCTILM COMPLIANCE

1 | Establish a RM program for export into MCTILM

Preparation: CROSS

- Validate organizational hierarchy
- Appoint Staff Section RM personnel
- Complete an organizational file plan
- Identify a Site Content Administrator (Sharepoint)
- Get CO Authorization



Installation

- Records Center setup
- Organizational hierarchy alignment
- Permission assignment based on RM role

2 |

Work with your organization's SCA and S-6/G-6 for a one-time technical set up



3 |

Tailor MCTILM to your organization's specific routing and document approval needs

Customization

- Records Retention
- Workflows
- Set up DON TRACKER library



Utilization

- End User Training
- CDRM/Alternate CDRM Manage Records
- Record Creators Declare Records
- Mass Upload

4 |

Train your organization's personnel on MCTILM use for RM



5 |

Keep MCTILM current and let the system manage records on your behalf

Operation

- Storage management
- Permission Management
- Maintenance



Headquarters Marine Corps Oversight

ARDB is available to support any questions related to RM policy or overall ERM IGMC compliance.

Contact ARDB at:
HQMCREC-MGR@usmc.mil

Hartwood Consulting Group Support

HCG contract staff are available to provide training and answer any helpdesk related questions regarding MCTILM installation.

Contact HCG at smb_hqmc_rm_outreach@usmc.mil or via CROSS at: <https://eis.usmc.mil/sites/cross>

Technical Support

MCTILM installation is combined technical (SCA/S-6/G-6) and organizational (CO/Director/CDRM) effort. A step-by-step technical installation guide is available for review on the ARDB website at: <https://www.hqmc.marines.mil/ar/Branches/Publishing-and-Logistics-Management/Records-Reports-Directives-and-Forms/>