MCTILM
Marine Corps Tool For Information Lifecycle Management

Every Day. Every Marine. Every Record.

**MCTILM**

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.)
- Audience 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**
  - PHASE I
    - Programmatic Management of Command RM
  - PHASE II
    - Records Repository
  - PHASE III
    - Designated Long-Term Temporary and Permanent Records Repository

- **MCTILM**

- **PENDING**

- **NARA**
  - PHASE IV
    - Retirement/Permanent Archival of Records

**IMPORTANT RM LINKS**

ARDB Website:
Records, Reports, Directives and Forms Management (marines.mil)
Understanding MCTILM

Roadmap to MCTILM

COMPLIANCE

PREPARATION: CROSS

1. Establish a RM program for export to MCTILM

- 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

ARDB Outreach Team
smb_hqmc_rmoutreach@usmc.mil

RM Program Manager
HQMCREC-MGR@usmc.mil

RECORDS MANAGER
OF THE MARINE CORPS

Every Day. Every Marine. Every Record.