



MCLB Albany MCEN Account Management Records Exemption Form



Intent: To prevent unauthorized access to the MCEN or compromise of information and information systems on the network, all MCEN-N and MCEN-S accounts will be annotated with the applicable position email retention code for account and records management and in accordance with ECSM 007, 15 Sep 15 and MARADMIN 192/19.

Requirement: The Marine Corps Logistics Base Albany Records Management Exemption Form for Marine Corps Enterprise Network (MCEN) accounts must be documented with the correct Records Exemption Code and signed by the Supervisor. This form must be submitted with all SAAR package submissions.

Please review instructions carefully prior to form completion to ensure timely processing of SAAR Package submissions. Incomplete information may result in processing delays.

- **Please note that all MCEN-N and MCEN-S Authorized User and Privileged User Accounts must be coded in accordance with ECSM 007, 15 Sep 15 and MARADMIN 192/19.**

Instructions:

1. Fill out items 1 through 11

Identify MCEN-N or MCEN-S Account

2. (Block 8): User Digital Signature
3. (Block 9): Annotate the MCEN Account Record Retention Code based on position

***** See Appendix A, Records Retention Code for code determination ****

4. (Block 10): Supervisor or Government Sponsor (if contractor) Digital signature - Validates MCEN Account Records Retention code selection
5. Comments or Special Requests: Placeholder for any additional comments



MCLB Albany MCEN Account Management Records Exemption Form



THIS MCEN ACCOUNT RECORD EXEMPTION FORM MUST BE SUBMITTED WITH SAAR REQUEST

Please review instructions carefully; incorrect data may result in a time delay or inability to process the request.

1. USER LAST NAME:	2. FIRST NAME, MI:	3. PHONE NUMBER
4. ORGANIZATION/COMPANY:	5. POSITION/TITLE:	
6. MCEN-N E-MAIL ADDRESS		
7. MCEN-S E-MAIL ADDRESS		
8. Exemption Code (see Appendix A for code descriptions)		
Code:		
9. REQUESTOR DIGITAL SIGNATURE		
10. SUPERVISOR OR GOVERNMENT SPONSOR (if contractor) SIGNATURE		
Any changes that would require an exemption code change, notification must be submitted to the MCLBA CISD Service Desk via email at: mclbacustomerservice@usmc.mil		
11. COMMENTS		



MCLB Albany MCEN Account Management Records Exemption Form



APPENDIX A

MCEN-N and MCEN-S Email Account Records Retention Exemption Codes

Email Records Exemption Codes: All Inactive accounts on MCSDUS and MCW Domains that are in excess of the 90 day inactivity threshold will be disabled. The assigned Exemption Codes are required for specific records management consideration for disablement.

- 0 – All MCEN Authorized Users **NOT** in the Below Categories
- 1 – Legal, Medical Hold
- 2 – Capstone Official (Separation or Retirement)
- 3 – General Officer, SES, Commanding Officer, Executive Officer, SgtMaj, Adjutant, at Battalion/ Squadron or higher
- 4 – Comptroller, Staff Judge Advocate (SJA), Legal Staff
- 5 – Reservist
- 6 – Non Marine Corps Assignment, Excess TAD (ETAD), or Deployed User
- 7 – Incapacitated User or Command requested
- 8 – Privileged or Admin User (Garrison)
- 9 – Privileged or Admin User (Deployed)
- 10 – Foreign User Account
- 11 – Non-User Account
- 12 – Organization Mailbox (OMB) Account
- 13 – Special Mailbox (SMB) Account