



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5210.5  
G-1/ADJ

15 SEP 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
5210.5

From: Commanding General  
To: Distribution List

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) NAVMC Dir 5210.11E  
(b) MCO 5210.11E  
(c) SECNAVINST 5210.8D  
(d) SECNAV M-5210.1  
(e) SECNAV M-5210.2  
(f) SECNAVINST 5211.5E  
(g) MCIEAST-MCB CAMLEJO 5211.6  
(h) MCIEASTO 5211.5  
(i) MCIEAST-MCB CAMLEJO 5720.1

Encl: (1) Annual Records Management Training Report  
(MCIEAST-MCB CAMLEJ/G-1/ADJ/5210.5/20), par. 4b(1)(g)

Reports Required: I. Annual Records Management Training Report  
(Report Control Symbol: MCIEAST-MCB CAMLEJ  
5210.5-01), par. 4b(1)(g)  
II. Unit Inspection Reports (Report Control  
Symbol EXEMPT), par. 4b(1)(i)  
III. Commanding General's Evaluation Report  
(Report Control Symbol: MCIEAST-MCB CAMLEJ-  
5040.6-01), par. 4b(1)(i)

1. Situation. The Records Management Program ensures the efficient and economic use of reports, forms, correspondence, (e.g. directives, naval letters, Administrative Action Forms, etc.) in paper and electronic form.
2. Cancellation. MCIEASTO 5210.5.
3. Mission. To implement policy, outline responsibilities, and promulgate guidance for the management and control of the Records Management Program within Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) per references (a) through (i).

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4. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent

(a) This program is implemented to control the creation, organization, maintenance, use, and proper disposition of MCIEAST-MCB CAMLEJ records.

(b) Records include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics as described in reference (b).

(2) Concept of Operations. This program shall reduce administrative burdens by promoting and improving paperwork efficiency.

b. Subordinate Element Missions

(1) MCIEAST MCB CAMLEJ Adjutant shall:

(a) Assign in writing a Command Designated Records Manager (CDRM), per references (a), (b), and this Order.

(b) Provide copies of appointment letters to Headquarters, U.S. Marine Corps (HQMC) Records, Reports, and Directives Management (ARDB) Records Manager as required.

(c) Ensure all assigned CDRMs, Administrative Officers, and Administrative Clerks are properly trained in records management.

(d) Ensure the command has assigned personnel knowledgeable in its mission as Records Managers to monitor recordkeeping.

(e) Maintain appointment letters for all installation CDRMs, and MCIEAST-MCB CAMLEJ Department Records Managers in a continuity or turnover folder.

(f) Ensure all service members, civilians, and contractor support personnel within MCIEAST are properly trained in records management.

(g) Collect Annual Records Management Training Reports from MCIEAST-MCB CAMLEJ subordinate commands and General and Special Staff Department Heads and submit to HQMC (ARDB) by 15 December each year.

(h) Ensure a records management file plan and turnover procedures have been established within the command.

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(i) Conduct Commanding General Readiness Inspections utilizing Functional Area Checklist, 061 Marine Corps Records Management Program.

(j) Develop and implement a Vital Records Program in accordance with reference (a).

(2) General and Special Staff Departments Heads shall:

(a) Assign in writing a Records Manager for the department. If applicable, assign additional CDRMs at the division and section level as required.

(b) Provide a copy of appointment letters to the MCIEAST-MCB CAMLEJ CDRM.

(c) Ensure all service members, civilians, and contractor support personnel within the department are properly trained in records management.

(d) Provide the Annual Records Management Training Report at enclosure (1) to the MCIEAST-MCB CAMLEJ CDRM by 1 December each year.

(e) Ensure a records management file plan and turnover procedures have been established within the department.

(f) Implement and manage a Vital Records Program within the department in accordance with references (a) and (i).

(3) Subordinate Commanders shall:

(a) Appoint in writing an installation/unit level CDRM, per the guidance contained in references (a), (b), and this Order.

(b) Provide a copy of the appointment letter to the MCIEAST-MCB CAMLEJ CDRM.

(c) Ensure all service members, civilians, and contractor support personnel within the command are properly trained in records management.

(d) Provide the Annual Records Management Training Report using enclosure (1) to the MCIEAST-MCB CAMLEJ CDRM by 1 December each year.

(e) Conduct formal and informal inspections of the subordinate command using Functional Area Checklist, 061 Marine Corps Records Management Program.

(f) Ensure a records management file plan and turnover procedures have been established with the command.

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(g) Establish and implement a Vital Records Program within your command in accordance with reference (a).

(4) CDRMs shall:

(a) Provide a copy of appointment letters to the MCIEAST-MCB CAMLEJ CDRM and respective commander.

(b) Ensure a records management file plan and turnover procedures have been established.

(c) Establish a files outline for all records. Refer to Figure 3-2 of reference (a) for a more detailed sample files outline.

Example

| CALENDAR YEAR 2014 |                              |  |
|--------------------|------------------------------|--|
| FILE NUMBER        | SUBJECT                      | RETENTION STANDARDS  |
| 1000               | MILITARY PERSONNEL (GENERAL) | PERM - TRANSFER - JAN 2016<br>TRANSFER TO WRNC WHEN 4 YRS OLD<br>SECNAV M-5210.1, PART III,<br>CHAP. 1, PARA. 1000.1C - 30 YRS |
| 6100               | PHYSICAL FITNESS             | TEMP - DESTROY - JAN 2014<br>SECNAV M-5210.1, PART III,<br>CHAP. 6, PARA. 6100 - 2 YRS   |

(d) Ensure Department of the Navy Standard Subject Identification Codes (SSICs) are used to collect and manage files. There are 13 major SSIC groups.

| <u>SSIC</u>   | <u>SUBJECT</u>                              |
|---------------|---|
| 1000 - 1999   | Military Personnel                          |
| 2000 - 2999   | Information technology and ammunitions      |
| 3000 - 3999   | Operations and Readiness                    |
| 4000 - 4999   | Logistics                                   |
| 5000 - 5999   | General Administration and Management       |
| 6000 - 6999   | Medicine and Dentistry                      |
| 7000 - 7999   | Financial Management                        |
| 8000 - 8999   | Ordnance Material                           |
| 9000 - 9999   | Not used by Marine Corps                    |
| 10000 - 10999 | General Material                            |
| 11000 - 11999 | Facilities and Activities Ashore            |
| 12000 - 12999 | Civilian Personnel                          |
| 13000 - 13999 | Aeronautical and Astro-nautical<br>Material |

(e) File permanent records separately from temporary records and annotate records with the letter "T" or "P".

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(f) Ensure files are opened and closed fiscally or annually, as appropriate, and "open" and "close" dates are in the correct format. Refer to Figure 3-1 of reference (a) for additional examples.

|           | CALENDAR YEAR FILES               | FISCAL YEAR FILES                 |
|-----------|-----------------------------------|-----------------------------------|
| Examples: | OPEN 01 JAN 14<br>CLOSE 31 DEC 14 | OPEN 01 OCT 14<br>CLOSE 30 SEP 15 |

(g) Ensure file labels correspond with the command's file outline.

|           |                                     |   |
|-----------|-------------------------------------|---|
| Examples: | 1650 DECORATIONS, MEDALS AND AWARDS | 1650/1 DECORATIONS, MEDALS AND AWARDS (LOM) |
|-----------|-------------------------------------|---|

(h) Ensure hard copy records are closed when they exceed 3/4 of an inch thick, with the appropriate date, and a subsequent file folder is opened.

(i) Ensure all documents in each folder are arranged in chronological order from latest to earliest.

(j) Apply retention standards to records that have been coordinated with HQMC ARDB and approved by the National Archives and Records Administration (NARA).

|           | TEMPORARY RECORD   | PERMANENT RECORD   |
|-----------|--|--|
| Examples: | TEMP - JAN 2014 - DESTROY<br>SECNAV M-5210.1, PART III,<br>CHAP. 1, PARA. 1010.1 - 2 YRS | PERM - TRANSFER - JAN 2016<br>TRANSFER TO WRNC WHEN 4 YRS OLD<br>SECNAV M-5210.1, PART III,<br>CHAP. 1, PARA. 1000.1C - 30 YRS |

c. Coordinating Instructions

(1) Records Maintenance (Non-Electronic Records). Ensure all non-electronic records are maintained per references (a), (b), and this Order.

(2) Records Maintenance (Electronic Records)

(a) Ensure electronic records are created, maintained, and stored to prevent degradation of the files and support access and retrieval of information according to a NARA approved disposition, and in accordance with references (a) and (d).

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(b) Recordkeeping of electronic formatted records will be maintained on a shared drive and in a folder identified by SSIC and Subject.

(c) Within each folder, files will be identified by date (DDMMYYYY) format and document title.

(d) Ensure all documents in each folder can be arranged in chronological order from latest to earliest.

(e) Ensure electronic formatted records are opened and closed on a fiscal and/or annual basis as required by reference (a).

(f) If required per reference (a), retain e-mail records and route sheets as part of the official files.

(g) Ensure electronic records are maintained in an Electronic Information System that manages records or data.

(3) Records Archive

(a) Ensure permanent non-electronic records are submitted to HQMC ARDB utilizing SF-135 forms for transfer approval to the applicable Federal Records Center (FRC) per reference (a).

(b) Maintain SF-135 forms for permanent non-electronic records until notification of record transfer or destruction by HQMC ARDB.

(c) Forward all permanent records to NARA according to the approved schedule contained in reference (d).

(d) Convert permanent electronic records earmarked for eventual transfer to NARA per the medium authorized in reference (a); PDF files are the preferred method.

(e) Transfer permanent electronic records to NARA via open-reel magnetic tape, 3480-class tape cartridges, Compact Disc-Read Only Memory, Digital Linear Tape media, and media-less File Transfer Protocol.

(4) Privacy Act (PA) Statement. Post a PA Statement on all non-electronic record file cabinet drawers if applicable. An example is:

"These correspondence files are indexed and retrieved by individual personal identifiers and contain protected personal information. THE PRIVACY ACT OF 1974 [USC552a] and implementing regulation (SECNAVINST 5211.5E) provide that no information from these files may be disclosed without consent of the record subject except when such disclosure meets the criteria of one or more of the 12 exceptions set forth in

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the Act [5USC 552a(b)(1)] through notice governing this file collection. Any unauthorized disclosure may result in civil and/or criminal penalties to the individual in his/her personal capacity and/or the Government."

(5) Frozen Records. Frozen records are placed on hold in response to litigation, or anticipation of litigation, claims, or an investigation. Temporary records may not be destroyed according to the disposition instructions if the records are frozen.

(6) Methods of Destruction and Proper Disposal

(a) All records containing PA and/or Personally Identifiable Information (PII) shall be destroyed when no longer required per the disposition instructions contained in reference (d). Refer to references (h) and (i) for additional guidance and responsibilities concerning PA and PII.

(b) Proper disposal of PII is any means of destruction that renders documents or records, physical or electronic, unrecognizable and beyond reconstruction.

(7) Release of Personal and Government Records. Refer to reference (h) concerning release of PA Records, and reference (i) for records releasable under the Freedom of Information Act.

5. Administration and Logistics

a. Assistant Chief of Staff, G-1 shall: Maintain overall staff cognizance over the Records Management Program.

b. Training Links. Records Management training is available on MarineNet for personnel with a MarineNet account or other multi-media means for use in large or small group settings for those without access to MarineNet or a computer network. Use the following links to access these valuable tools.

(1) Records Management, Everyone's Responsibility:  
<https://www.marinenet.usmc.mil/MarineNet/Search/CatalogSearch.aspx?link=Bread>

(2) Records Management, Advanced Topics:  
<https://www.marinenet.usmc.mil/MarineNet/Courses/Enroll.aspx>

(3) Learn more about Marine Corps Records Management:  
<https://ips.usmc.mil/sites/ard/recman/default.aspx>

(4) Personnel without access to MarineNet may utilize the training provided on the MCIEAST-MCB CAMLEJ Adjutant website:  
<http://www.mcieast.marines.mil/StaffOffices/Adjutant/RecordsManagementProgram.aspx>

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c. Records Management Forms

(1) Request for Records Disposition Authority, Standard Form (SF) 115 - used to obtain authority for the disposition of records.

(2) Records Transmittal and Receipt, SF135 - used to store records at the NARA FRC according to fee-for-service.

(3) Agreement to Transfer Records to the National Archives, SF258 - used to transfer legal custody of permanent records to NARA.

(4) Notice of Eligibility for Disposal, NA13001 - Notice sent from NARA FRC to ARDB notifying the USMC that records are due for destruction.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ General and Special Staff Departments and subordinate commands.

b. Signal. This Order is effective the date signed.



J. W. CLARK, JR.  
Deputy Commander

DISTRIBUTION: A/C



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Reporting Requirement: MCIEAST-MCB CAMLEJ5210.5-01

# ANNUAL RECORDS MANAGEMENT TRAINING REPORT

**ANNUAL RECORDS MANAGEMENT TRAINING IS MANDATORY FOR MILITARY, CIVILIAN, AND CONTRACT SUPPORT PERSONNEL**

MSC Level Command:

Reporting Command:

Designated Command Records Manager (DCRM):

Contact Information:

Command Personnel Strength:

Number of Personnel Trained:

Number of Personnel NOT Trained:

Percentage of Personnel Trained:

Reason why personnel are not trained: