

DETAILED INSPECTION CHECKLIST

FA SCSTMT TEXT

- 061 MARINE CORPS RECORDS, REPORTS, AND DIRECTIVES
MANAGEMENT PROGRAM
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- 061 01 RECORDS MANAGEMENT
- 061 01 001 Has the command appointed in writing Command Designated Records Managers (CDRM) at all levels of MARFORCOM, MEF, MARDIV, MAW, MLG, and to include subordinate echelon command/agency, to manage and monitor the respective unit's records management program?
Reference
NAVMC DIR 5210.11E, CHAP 2, PAR 2 AND 4B(1); MCO 5210.11E, PAR 4A(2)(D)
- 061 01 002 Are all assigned CDRMs, Administrative Officers and Administrative Clerks properly trained in records management?
Reference
NAVMC DIR 5210.11E, CHAP 2, PAR 4 A (5) AND DON CIO GENADMIN 011623Z SEP 11
- 061 01 003 Has the commnd assigned personnel knowledgeable in its mission as record managers to monitor proper recordkeeping in staff sections?
Reference
NAVMC DIR 5210.11E, CHAP 2, PAR 4 A (2)
- 061 01 004 Are all Marines, civilians and contractor support personnel properly trained in records management?
Reference
MARADMIN 579-11
- 061 01 005 Has the command established a records management file plan.and turnover procedures for records management?
Reference
NAVMC DIR 5210.11E CHAP 1 PAR 6 AND CHAP 3

- 061 01 006 Has the command established a file outline for its file records?
Reference
NAVMC DIR 5210.11E, CHAP 3, PAR 3, FIGURE 3-2
- 061 01 007 Are Department of the Navy Standard Subject Identification Codes (SSICs) used to collect and manage all file records?
Reference
SECNAV-M 5210.2 AND NAVMC DIR 5210.11E, CHAP 1, PAR 15;
CHAP 3 PAR 2B
- 061 01 008 Are permanent records filed separately from temporary records and are records annotated with the appropriate designation letters "T" or "P"?
Reference
NAVMC DIR 5210.11E, CHAP 3, PAR 2A AND PAR 7E
- 061 01 009 Are the file records opened and closed fiscally or annually as appropriate, and are "open" and "close" dates correct and posted in the correct format?
Reference
NAVMC DIR 5210.11E, CHAP 3, PAR 4B, FIGURE 3-1
- 061 01 010 Do the command file labels correspond with the command file outline?
Reference
NAVMC DIR 5210.11E, CHAP 3, PAR 4A, 4C AND FIGURE 3-1
- 061 01 011 For hard copy records, are they closed when exceeding 3/4 of an inch thick with the appropriate date, and subsequent folder opened?
Reference
NAVMC DIR 5210.11E, CHAP 3, PAR 4B (1) (C)
- 061 01 012 Are the documents in each file folder arranged in chronological order from latest to earliest?
Reference
NAVMC DIR 5210.11E, CHAP 3, PAR 7G
- 061 01 013 Is the command applying retentions to records that have been coordinated with HQMC ARDB Records Management and approved by the National Archives and Records Administration (NARA)?
Reference
36 CFR, SUBPART B 1225.10
- 061 02 PRIVACY ACT STATEMENT
- 061 02 001 Is there a Privacy Act statement posted on non-electronic record file drawers?
Reference
NAVMC DIR 5210.11E, CHAP 3, PAR 6A-6E

061 03 RECORDS ARCHIVE

061 03 001 For non-electronic records, is the command submitting SF-135 forms to HQMC ARDB Records Management for transfer approval to the applicable Federal Records Center?
Reference
NAVMC DIR 5210.11E, CHAP 6, PAR 5H

061 03 002 Is the command retaining a copy of the SF-135s until notification of record transfer or destruction by HQMC ARDB Records Management?
Reference
NAVMC DIR 5210.11E, CHAP 6, PAR 5H

061 04 REPORTS MANAGEMENT

061 04 001 Has the command established an Information Requirements (Reports) Management Program for their required report(s) per the reference?
Reference
MCO 5214.2F, PAR, 4 B (2) (A)

061 04 002 Has the command appointed in writing a manager for the Information Requirements (Reports) Management Program?
Reference
MCO 5214.2F, PAR 4 B (2) (B)

061 04 003 Does the command maintain reports case files for their sponsored validated reports?
Reference
MCO 5214.2F, ENCL (1), CHAP 3, PAR 7A

061 04 004 Does the command conduct a triennial review of their recurring sponsored reporting requirements?
Reference
MCO 5214.2F, ENCL (1), CHAP 6, PAR 2A

061 04 005 Has the command issued a checklist for their recurring sponsored reporting requirements?
Reference
MCO 5214.2F, ENCL (1), CHAP 6, PAR 2D

- 061 05 DIRECTIVES MANAGEMENT
- 061 05 001 Has the command established in writing a Directives Control Point (DCP) to manage and administer the command's directives program?
Reference
MCO 5215.1K, ENCL (1), PAR 8
- 061 05 002 Does the Assumption of Command directive identify the current Principal Officer?
Reference
MCO 5215.1K, ENCL (1), PAR 13
- 061 05 003 Are command issued directives published on the command's letterhead?
Reference
MCO 5215.1K, ENCL (1), PAR 18A (2) (A)
- 061 05 004 Are command directives published utilizing the correct paragraph elements and format?
Reference
MCO 5215.1K, ENCL (1), PAR 3, 4, 5, AND FIGURE 2-2
- 061 05 005 Do any command directives have more than nine changes without being revised?
Reference
MCO 5215.1K, PAR 4A (2) (C)
- 061 05 006 Does the command have any directives nine years old or older that require revision?
Reference
MCO 5215.1K, PAR 4B (2) (D) 2
- 061 05 007 Are command directives being reviewed annually to evaluate necessity, validate currency, track consistency with Marine Corps policy, and ensure laws and statutory authority are being followed?
Reference
MCO 5215.1K, ENCL (1), PAR 14A
- 061 05 008 Are directives current according to Triennial review?
Reference
MCO 5215.1K, ENCL (1), PAR 40
- 061 05 009 Are commands using NAVMC 10974, Directives Review form or automated database containing the same information as an alternative option to document the annual review of local directives?
Reference
MCO 5215.1K, ENCL (1), PAR 14C

- 061 05 010 Is the command utilizing bulletins that are over 12 months old?
Reference
MCO 5215.1K, ENCL (1), PAR 15G
- 061 05 011 Is the commands directive inventory maintained to identify and provide easy access to command's current and cancelled directives?
Reference
MCO 5215.1K, ENCL (1), PAR 47
- 061 06 VITAL RECORDS
- 061 06 001 Has the command developed and implemented a Vital Records Program?
Reference
NAVMC DIR 5210.11E, CHAP 2, PAR 3(J)
- 061 06 002 Has the command integrated it's Vital Records Program into the command's Continuity of Operations Plan (COOP)
Reference
MCO 3030.1, PAR 3 (2)(L) AND (M)