

HQMC Records Management

Welcome to a New Year, Command Designated Records Managers! No matter when we close our books on a year - be it fiscal or calendar, there's usually a sense of renewal when starting at zero.

We at Headquarters Marine Corps Records Management are experiencing a beginning like no other: Significant new funding will allow us to reach out to our Marines with more firepower, more innovative training, and a more focused mission and staff to make it all happen. From a new process in the lifecycle management of armed conflict records to inspections of Marine Corps organizations, and from a new Records Management Marine Corps Order to more choices for online training, Headquarters Marine Corps Records Management is widening its outreach capabilities to better serve YOU, our first line of defense in Marine Corps records management.

As you will see from this month's presentation, a main focus has been the successful solution to getting our arms around the Armed Conflict Records - those records in theater now, those being created as we speak, and those that have come back from past deployments. Many of you have deployed and know the struggles and inefficiencies of maintaining armed conflict records - our solution is brilliant in its simplicity. So brilliant in fact that over time, could lead to a Marine Corps-wide solution. But a lot depends on you - your buy in and how you embrace our policy and processes in records management. The Programs and Resource Department (P&R), is operating under a very similar solution and will lend greatly to our meeting discussions.

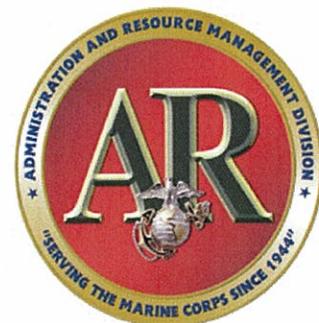
So much to share in this exciting time of digital records management - and we're only scratching the surface. And as the new fiscal year unfolds, I ask you to view us with new eyes, communicate, learn, and enjoy the ride!

Yours In Records Management,
Kim R. Enright-Lamere



Resources

- MCO 5210.11, Marine Corps Records Management Program
- NAVMC DIR 5210.11, Marine Corps Records Management Program Manual
- SECNAV M-5210.1, DON Records Management Program
- DOD Instruction 5015.2, DoD Records Management Program



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**"WHEN I DIE, JUST KEEP
PLAYING THE RECORDS"**

-JIMMIE HENDRIX

19 OCTOBER 2012

The Marine Corps' legal responsibility applies to the preservation of Armed Conflict Records

- The renewed commitment to retention of Armed Conflict Records is particularly important in the case of electronic records
- I MEF IMO and ARDB developed a near real-time capture solution for processing electronic Armed Conflict Records that met the requirements of both HQMC and NARA
- The ARDB solution is a SharePoint feature currently operational in Afghanistan with I MEF FWD RC(SW)

- Since implementation in June 2012, I MEF has categorized more than 11,000 Armed Conflict Records across deployed networks

- The first ever Marine Corps digital record was transferred from I MEF FWD RC(SW) SIPR to NARA on 20 July 2012

