



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

MCIEAST-MCB CAMLEJO 5210.5A  
G-1/ADJ

NOV 3 0 2017

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

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
RECORDS MANAGEMENT PROGRAM

Ref: (a) MCO 5210.11F  
(b) SECNAVINST 5210.8E  
(c) SECNAV M-5210.1 CH 1  
(d) SECNAV M-5210.2  
(e) SECNAVINST 5211.5E  
(f) MCIEAST-MCB CAMLEJO 5211.6A  
(g) MCIEAST-MCB CAMLEJO 5720.1  
(h) MARADMIN 188/17 of 17 Apr 17

Reports Required: I. Annual Records Management Training Report  
(Control Symbol: MCIEAST-MCB CAMLEJ  
5210.5-01), par. 4b(1)k  
II. Unit Inspection Reports (Report Control  
Symbol EXEMPT), par. 4b(3)(d)  
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, and directives of this Command in paper and electronic form.

2. Cancellation. MCIEAST-MCB CAMLEJO 5210.5.

3. Mission

a. 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 (h).

b. Summary of Revision. This Order has been revised substantially and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operation

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(1) Commander's Intent

(a) This program is implemented to provide records management policy and guidance, and identify requirements for all MCIEAST-MCB CAMLEJ organizational records.

(b) Records include all electronic and paper records, both permanent and temporary, as described in reference (a).

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

b. Tasks

(1) MCIEAST-MCB CAMLEJ Adjutant shall:

(a) Assign in writing a Command Designated Records Manager (CDRM) per the references and this Order. The CDRM will register in the Records Management Knowledge Site (RMKS) at: <https://eis.usmc.mil/sites/rmks>.

(b) Provide copies of appointment letters to Headquarters, U.S. Marine Corps (HQMC) Records, Reports, and Directives Management Branch (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 MCIEAST CDRMs 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) Ensure a records management file plan and turnover procedures have been established within the command.

(h) Ensure the maximized use of electronic records management (ERM) per reference (a).

(i) Conduct inspections of this Program utilizing the Inspector General Checklist, Records, Reports, and Directives Management Programs 5210. Refer to reports required.

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

(k) 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. Refer to reports required.

(2) General and Special Staff Departments Heads shall:

(a) Assign in writing a CDRM for the department. Assign additional CDRMs at the division and section level as required. CDRMs will register with the RMKS.

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

(e) Ensure the maximized use of ERM per reference (a).

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

(3) MCIEAST Commanders shall:

(a) Appoint in writing an installation/unit level CDRM per the guidance contained in reference (a) and this Order. CDRMs will register with the RMKS.

(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) Conduct formal and informal inspections of the subordinate command using Functional Area Checklist, 5210 Marine Corps Records Management Program. Refer to reports required.

(e) Ensure a proper records management file plan and turnover procedures have been established within the command per the references and this Order.

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(f) Ensure the maximized use of ERM per reference (a).

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

(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 per the references.

(c) Ensure the maximized use of ERM per reference (a).

(d) Establish a files plan/outline for all records in accordance with reference (a).

(e) Ensure Department of the Navy (DON) Standard Subject Identification Codes are used to collect and manage files utilizing the DON Bucket Schedule via RMKS and reference (c).

(f) File permanent (PERM) and temporary (TEMP) records separately and ensure appropriate markings, TEMP and PERM, as required.

(g) Ensure disposition schedules are adhered to per the references.

(h) Ensure files are opened and closed fiscally or annually in accordance with reference (a). Ensure file folders are in compliance with the references.

(i) Conduct internal inspections utilizing the Inspector General Checklist, Records, Reports, and Directives Management Programs 5210. Refer to reports required.

c. Coordinating Instructions

(1) Electronic Records Maintenance

(a) Ensure the maximized use of ERM and file plans per reference (a), and in accordance with the DON Bucket Schedule via RMKS and reference (c).

(b) Ensure electronic records are created, maintained, and stored in accordance with the DON Bucket Schedule via RMKS and the references.

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(2) Non-Electronic Records Maintenance. Ensure all non-electronic records are compliant with and maintained per the references and this Order.

(3) Privacy Act (PA) Statement. Post the following PA Statement on all non-electronic record file cabinet drawers that contain correspondence files and/or personally identifiable information (PII).

**"These correspondence files are indexed and retrieved by individual personal identifiers and contain protected personal information. THE PRIVACY ACT OF 1974 [5 USC 552a] 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 the Act [5 USC 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."**

(4) Records Archive

(a) Ensure permanent records are submitted to HQMC ARDB utilizing SF-135 forms for National Archives and Records Administration (NARA) processing in accordance with the references.

(b) Per reference (a), retain copies of complete SF-135s until notification of records transfer to NARA or authorized destruction by HQMC ARDB.

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

(5) Exceptions to Disposition Schedule Standards. Preserve records that protect the legal and financial rights of the Federal Government and the Marine Corps. Do not destroy records placed on Records Hold or Records Freeze. Per reference (a), records pertaining to the following will not be destroyed: Unsettled claims for and against the Government; current or pending litigation; incomplete investigations; natural disasters; or unscheduled records or records awaiting NARA-approved dispositions. These records will be retained until further notice or until final disposition authorization is provided.

(6) Methods of Destruction and Proper Disposal

(a) All records containing PA and/or PII shall be destroyed when no longer required per the disposition instructions contained in reference (c). Refer to references (f) and (g) for additional guidance and responsibilities concerning PA and PII.

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

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

5. Administration and Logistics

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

b. Records Management training is required for all personnel and is available via the Total Force Management System, MarineNet, or the RKMS.

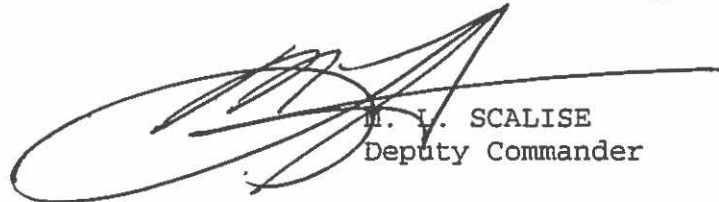
c. The preferred method for training Marines is a leader-led discussion per reference (h).

d. Ensure that all records transfer forms and inventories are processed through ARDB.

6. Command and Signal

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

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



I. I. SCALISE  
Deputy Commander

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