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

MCIEASTO 5210.5
G-1
0 2 FEB 2012

MARINE CORPS INSTALLATIONS EAST ORDER 5210.5

From: Commanding General
To: Distribution List

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) NAVMC Dir 5210.11E, Marine Corps Records Management
            Program Manual
        (b) MCO 5210.11E, Marine Corps Records Management Program
        (c) SECNAVINST 5210.8D, Department of the Navy Records
            Management Program
        (d) SECNAV M-5210.1, Department of the Navy Records
            Management Manual
        (e) SECNAV M-5210.2, DON Standard Subject Identification
            Code (SSIC) Manual
        (f) SECNAVINST 5211.5E, Department of the Navy (DON)
            Privacy Program
        (g) MARADMIN 579-11 of 4 Oct 11, Mandatory Records
            Management Training
        (h) MCIEASTO 5211.1B, Privacy Act (PA)
        (i) MCIEASTO 5211.5, Personally Identifiable Information
            (PII)
        (j) MCIEASTO 5720.1A, Freedom of Information (FOIA)
            Procedures for Handling Request for Public Disclosure
            of Records Held by Marine Corps Installations East
            (MCIEAST) Commands

Encl: (1) Annual Records Management Training Report
            (MCIEAST/G-1/ADJ/5210.5/20), par. 3b(d)

Reports Required: I.   Annual Records Management Training Report
                         (Report Control Symbol MCIEAST-5210.5-
                         01), par. 3b(d)
                    II. Unit Inspection Reports (Report Control
                         Symbol EXEMPT), par. 3a(2b)(7).
                    III. Annual Inspection Reports (Report Control
                         Symbol EXEMPT), par. 3a(2b)(7).
                    IV. Commanding General's Evaluation Report
                         (Report Control Symbol: MCIEAST-5040.
                         6-01), par. 3b(1)(a).

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

1. Situation. The Records Management Program ensures the creation of paper form and electronic records, and ensures the efficient and economic use of reports, forms, correspondence, directives, and similar issuances.

2. Mission. To implement policy, outline responsibilities, and promulgate guidance for the management and control of the Records Management Program within Marine Corps Installations East (MCIEAST), per references (a) through (j).

3. Execution

    a. Commander's Intent and Concept of Operations

        (1) Commander's Intent

            (a) This program is implemented to control the creation, organization, maintenance, use, and proper disposition of MCIEAST 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 burden, in order to promote and improve paperwork efficiency.

    b. Subordinate Element Missions

        (1) All Commanders, MCIEAST General and Special Staff Department Heads shall:

            1. encourage continuous assessment and improvement in all local record management techniques;

            2. reduce record holdings to those essential for administrative responsiveness and mission accomplishment, per reference (c);

            3. ensure preservation of records of permanent value per reference (c);

            4. provide for the timely transfer or destruction of records, per reference (c) and (d);

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<u>5</u>. exercise effective internal controls over the creation, organization, maintenance, use, and disposition of records;

<u>6</u>. conduct Annual Records Management Training for all Marines, Sailors, civilians (NAF, GS, WG), and contractors assigned to your commands and departments that handle, create, use, and maintain paper form or electronic records, per reference (g), and this Order;

<u>7</u>. conduct annual self inspections of your program utilizing the Automated Inspection Reporting System (AIRS) Checklist, 061 Marine Corps Records, Reports, and Directives Management Program, and internal inspections as needed; and

<u>8</u>. safeguard all personal data within records, per references (f), (h), (i), and (j).

(2) <u>MCIEAST G-1, Adjutant shall</u>:

(a) be assigned in writing as the Command Designated Records Manager (CDRM), per references (a) and (b);

(b) provide an appointment letter to Headquarters Marine Corps (HQMC ARDB) Records Manager;

(c) ensure compliance with the prerequisite actions as specified in reference (e);

(d) provide guidance, training, and technical assistance to subordinate commands CDRMs and sponsors on all matters concerning the program;

(e) collect Annual Records Management Training Reports from MCIEAST commands and submit to HQMC ARDB, by no later than 15 December each year, per reference (g);

(f) maintain an appointment letter on each installation CDRM and MCIEAST Department Records Manager;

(g) conduct Commanding General Inspection Program (CGIP) inspections using the Automated Inspection Reporting System (AIRS) Checklist, 061 Marine Corps Records, Reports, and Directives Management Program; and

(h) conduct annual self inspections of your program, and internal inspections as needed.

(3) <u>MCIEAST General and Special Staff Departments' designated CDRMs shall</u>:

(a) assign in writing a Records Manager for your department;

(b) provide a copy of appointment letter to the MCIEAST CDRM (Attn: G-1 Adjutant);

(c) comply with the contents of this Order, the references, and specifically paragraph 3b(4)(a) through (h) below; and

(d) provide the Annual Records Management Training Report using enclosure (1) to the MCIEAST CDRM (Attn: G-1 Adjutant), by no later than 1 December each year, per this Order.

(4) <u>MCIEAST Installation Commanders shall</u>:

(a) appoint in writing a CDRM, per the guidance contained in references (a) and (b), and this Order;

(b) provide a copy of appointment letter to the MCIEAST CDRM (Attn: G-1 Adjutant);

(c) ensure all CDRMs, Administrative Officers, and Administrative Clerks are properly trained in the records management program, per references (a), (b) and (g); and

(d) provide the Annual Records Management Training Report using enclosure (1) to MCIEAST CDRM (Attn: G-1 Adjutant), by no later than 1 December each year.

(4) <u>Unit Level CDRMs shall</u>:

(a) Ensure Department of the Navy Standard Subject Identification Codes (SSICs) are used to collect and manage files for electronic and non-electronic records, per references (a), (d) and (e); There are 13 major SSIC groups.

SSIC	SUBJECT
1000 – 1999	Military Personnel
2000 – 2999	Telecommunications
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 Astronautical Material

(b) develop and implement a Vital Records Program, per reference (a). Vital records are those needed to meet operational responsibilities under emergency or disaster conditions, or to protect legal and financial rights of the Government;

(c) file permanent records separately from temporary records and annotate records with the letters "T" or "P";

(d) establish a files outline for non-electronic records, per reference (a). Post files outline on the file drawer. Additionally, refer to Figure 3-2 of reference (a) for a sample files outline;

Example:

CY 2011		
FILE NUMBER	SUBJECT	RETENTION STANDARDS
1000	MILITARY PERSONNEL (GENERAL)	PERM – TRANSFER – JAN 2016 TRANSFER TO WRNC WHEN 4 YRS OLD SECNAV M-5210.1, PART III, CHAP 1, PARA. 1000.1C – 30 YRS
6100	PHYSICAL FITNESS	TEMP – DESTROY – JAN 2014 SECNAV M-5210.1, PART III, CHAP. 6, PARA. 6100 – 2 YRS

(e) ensure file identification labels on electronic and non-electronic file folders are posted, in accordance with

reference (a). Additionally, refer to Figure 3-1 of reference (a) for additional examples;

Examples:

1650 DECORATIONS, MEDALS AND AWARDS

1650/1 DECORATIONS, MEDALS AND AWARDS (LOM)

(f) ensure disposal labels are correct and posted per the example below. Additionally, refer to Figure 3-1 of reference (a) for additional examples;

TEMPORARY RECORD   PERMANENT RECORD

Examples:

TEMP - JAN 2014 - DESTROY SECNAV M-5210.1, PART III, CHAP. 1, PARA 1010.1 - 2 YRS

PERM - TRANSFER - JAN 2016 TRANSFER TO WRNC WHEN 4 YRS OLD SECNAV M-5210.1, PART III, CHAP 1, PARA. 1000.1C - 30 YRS

(g) ensure "open" and "close" dates are correct and posted on file folders for electronic and non-electronic records. Additionally, refer to Figure 3-1 of reference (a) for additional examples; and

CALENDAR YEAR FILES   FISCAL YEAR FILES

Examples:

OPEN   01 JAN 11 CLOSE   31 DEC 11

OPEN   1 OCT 11 CLOSE   30 SEP 12

(h) apply retention standards to electronic and non-electronic records that have been coordinated with HQMC ARDB and approved by the National Archives and Records Administration (NARA).

1. Records Maintenance (non-electronic records)

a. Ensure non-electronic or hard copy records are opened and closed fiscally and annually, as required by reference (a). Hard copy records shall be closed when they exceed 3/4 of an inch thick.

b. Ensure all documents in each folder are arranged in chronological order from latest to earliest.

2. <u>Records Maintenance (electronic records)</u>. Information or data files created and stored in digital form through the use of computers and application software.

a. Ensure electronic formatted 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).

b. Recordkeeping for electronic records will be maintained on a shared drive, 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 fiscally and annually, as required by reference (a).

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

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

3. <u>Records Archive</u>

a. Ensure 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 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); recommend utilizing PDF files.

        e. Transfer permanent electronic records to
NARA via open-reel magnetic tape, 3480-class tape cartridges,
CD-ROM, DLT 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.

Example:

"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 5211.5D) 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 [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."

    c. Coordinating Instructions

        (1) Frozen Records. Records 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.

        (2) 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.

                1. Paper. Documents shall never be disposed of
in trash cans or recycling containers without first cross-cut
shredding.

                2. Computing Equipment. Disposal methods
include:

        a. Degaussing - Causes a total loss of all
data stored on the media by passing the device through a very
powerful magnetic field, which renders the media inoperable.

        b. Destruction - Causes electronic data
unreadable and unusable by means of catastrophic forces; any
remnants may be handled and disposed of as unclassified waste
material.

        c. Overwrite - PII may be removed from
computer hard drives through the use of approved overwrite
software and procedures.

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

4. Administration and Logistics

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

     b. Training Links. Records Management training is
available on Marine.net for personnel with a Marine.net account,
other multi-media means for use in large or small group settings
for those without access to Marine.net 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.as
px?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 Marine.net may utilize
the training provided on the MCIEAST share portal site:
https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTAN
T/MCIEAST%20RECORDS%20MANAGEMENT%20PRO/Pages/default.aspx

     c. Records Management Forms

     (1) Request for Records Disposition Authority, Standard

Form 115 (SF115) - used to obtain authority for the disposition of records.
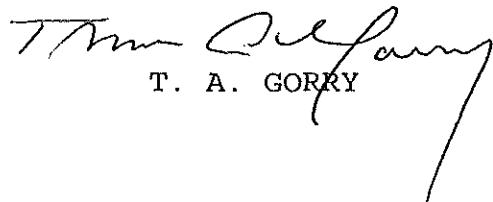
(2) Records Transmittal and Receipt, SF135 - used to store records at the NARA FRC according to fee-for-service.

(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.

5. Command and Signal

a. Command. This Order is applicable to MCIEAST.

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

T. A. GORRY

DISTRIBUTION: A

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: