**RECORDS MANAGEMENT/ESSENTIAL RECORDS STANDING OPERATING PROCEDURES (SOP)**

The purpose of this SOP is to document and identify for the creation, implementation, management, and auditing of the MCIEAST-MCB CAMLEJ Records Management (RM)/Essential Records program.

The Command Designated Records Manager (CDRM) for MCIEAST-MCB CAMLEJ is Mr. Froemming and the alternates CDRM’s are Ms. Christina Santos.

Headquarters, U.S. Marine Corps has created Command Records Operational Support Site (CROSS) site that we will utilize in managing RM within each section and installation.

CROSS website: <https://eis.usmc.mil/sites/CROSS/SitePages/CDRM_Home.aspx>

**CDRM responsibility**

For each RM Program, the CDRM will need to identify personnel across the command to support the RM program. This includes subordinate commands that have their own CDRM as required by the NJDA designation, as well as the individuals that will be acting as RM support staff within each section as determined by the CDRM. This requirement aligns to section 0101 of the USMC IG Checklist for RM, and section 0104 of the USMC IG Checklist for RM.

 Responsible for oversight of their training for RM, as well as the monitoring of the annual training of the entire command with regards to RM. This does not mean that the CDRM needs to conduct training or collect the training data, but they are responsible with coordinating with the command training coordinators to verify that all the required RM training is completed. This requirement aligns to section 0102 of the USMC IG Checklist for RM.

Creating a RM Program SOP, aligns with Section 0104 of the USMC IG inspection checklist for Records Management. If you upload the SOP into CROSS, the Self Inspection Checklist within CROSS will automatically mark you as compliant for this item. It will also alert the CDRM if the SOP has not been updated/reviewed within the calendar year.

**RM Responsibility**

 Each section will be responsible for maintaining and disposing of their records.

 Each section will be responsible for updating their program managers if the person has left the job and a new one is taking over.

 Each section will be required to create their own file plan in CROSS website and update annually.

 Each section is responsible for tracking their personnel on records management training. (CDRM’s do not need a certificate of each person who took the training). This requirement aligns to section 0103 of the USMC IG Checklist

**Records Management Procedures**

For each section within the authority of the CDRM, each of the following items will required established procedures. These include:

• Records Identification

• Records Collection

• Records Storage

• Records Management and Retrieval

• Records Disposal

**Records Identification**

It is very important to note that the first step is to identify the types of records each section within the command generates and then each section created during the area of responsibility process will create their own file plan following the procedures below. They must do four things for their file plan:

• Determine which of the Department of the Navy (DON) Bucket Schedules the record will be managed by;

• Check the bucket schedule under the file plan on the CROSS website;

• For each record, determine if it can be stored electronically and if not, why; and

• Document for each record that is not able to be stored in electronically in the notes section of the file plan. This will be your exception file.

**Records Collection**

MCIEAST-MCB CAMLEJ has 4 ways of housing a record.

1. Share Drive (S: Network Drive) - contains all operational records under the MCIEAST-MCB CAMLEJ folder hierarchy, which is used to store both operational documents and electronic records.

2. SharePoint – Is another workspace for documents and records that some sections use to store their files. SharePoint site collection that contains sites for each of the main sections of the command. There should be folders for each of the record types identified and recorded in the file plan within CROSS website.

3. Paper Records – There are still many paper records across the command being maintained and created according multiple policies and business needs. (It is ok to maintain paper records, but the rational for each record type must be documented as a note within the organizational file plan within CROSS website). The preferred method is electronic records.

4. Systems of Record – Multiple systems are being utilized across the command and records are created within and stored within them. If a system of record is identified as the repository/owner of the record, this must be identified within the notes section of the file plan associated with the record type.

**Records Storage, Management, and Retrieval**

All electronic records stored in MCTILMs/MCEITS website will be managed by their staff and they must have procedures in place on how to retrieve records and the system is automated to dispose of records as required.

Paper records, identified in CROSS file plan notes, will be managed by the section that creates them, and all requests for access will be handled by the RM support staff. There are exempts for legal investigations that will be directed by Staff Judge Advocate in accordance with policy.

Records stored in Systems of Records, will be identified in the CROSS file plan notes.

**Disposal**

The RM for each section will follow the new bucket schedule for disposal of records. This bucket schedule can be found on the CROSS website and will be updated annually or when needed. This Bucket Schedule is also to be used on paper records and records held on the share drive. \*\*\* **SSIC are still used to identify the record, and the bucket schedule is used for destruction of the record**

## **Maintenance and Supervision of Program**

The CDRM is responsible for the maintenance and supervision of the records management program. They are operating on behalf of the Command Leadership via their appointment as CDRM. For MCIEAST-MCB CAMLEJ, the following supervisory actions are required:

 a. Annually send a reminder email to all sections to review their records, close out annual records and create a file plan for the year

 b. MonthlyCheck CROSS to update any outdated information

 c. Annually Request Training Data

 d. CMD Self Inspection to be done annually within CROSS

**\*\*\*Registered RM’s in CROSS are also the designated Essential Records Holder for their section.**

**Essential Records**

Essential records are agency records that are needed to meet operational responsibility under national security emergencies or other emergency or disaster conditions (emergency operating records) and/or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records). Essential records assist the organization to restore and/or sustain near normal operations during and after a natural disaster, emergency or attack. Essential Records Program operates under policies, plans, and procedures to identify, use, and protect essential records to meet operational responsibilities under national security emergencies or other emergency or disaster conditions, or to protect the Government's rights or those of its citizens. This is a program element of an organizational emergency management function.

**Examples of Essential Records include but are not limited to the following:**

 a. Orders of succession and delegation of authority, list of personnel assigned emergency duties.

 b. Titles, deeds, payroll, contracts and accounts receivable.

 c. Public safety records and policy.

 d. Command’s Continuity of Operations (COOP) Plan.

 e. Licenses and long-term permits list of credit card holders.

 f. Systems documentation and schema.

**They are responsible for the following:**

 a. Determine which records are required to ensure the continuity of operations during non-normal conditions such as disaster, emergency or crisis.

 b. Inventory of all essential records is conducted on an annual basis

 c. Establish a folder on the organization shared drive or SharePoint Portal labeled “Vital Records” and coordinate with IMOs to ensure the folder is updated on a recurring basis. Essential Records will be named in accordance with file outline and new bucket schedule retention period.

 d. Upload a copy of their vital records spreadsheet or word doc in CRODD when available.