DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MCO 5210.11E
ARDB
18 Apr 06

MARINE CORPS ORDER 5210.11E

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS RECORDS MANAGEMENT PROGRAM

Ref: (a) NAVMC Directive 5210.11E
(b) 44 United States Code, Chapter 31
(c) Title 41, Code of Federal Regulations, Parts 102-193,"Federal Management Regulations"
(d) DOD Directive 5015.2, "DoD Records Management Program," of 6 Mar 00
(e) SECNAVINST 5210.8D
(f) SECNAV M-5210.1
(g) SECNAV M-5210.2
(h) DOD Directive 5400.11 "DoD Privacy Program," of 13 Dec 99
(i) SECNAVINST 5211.5D
(j) DOD Directive 5100.3, "Support of the Headquarters of Combatant and Subordinate Joint Commands," of 15 Nov 99

1. Situation. This Order provides policy for the implementation of the Marine Corps Records Management Program. This Order complies with the policies of the references.

2. Cancellation. MCO 5210.11D.

3. Mission. To update policy of the Records Management Program and the responsibility for its administration per the references. Procedural guidance is contained in reference (a).

4. Execution

a. Commander's Intent. The Records Management Program is implemented to control the creation, organization, maintenance, use, and disposition of Marine Corps records. Records include all books, papers, maps, photographs, machine readable materials, or

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other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and of processed documents are not included. In addition, electronic record means any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record.

(1) Reference (b) requires that the head of each Federal agency establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Reference (c) prescribes policies for the management of the records of the Federal Government.

(2) The Marine Corps Records Management Program must include the following:

(a) Controls the creation of records and ensures the efficient and economical use of reports, forms, correspondence, directives, and similar issuances.

(b) Improves and simplifies records systems and processes, to ensure an adequate historical record of Marine Corps organization, policies, procedures, and transactions.

(c) Keeps paperwork to a minimum, eliminating unnecessary and duplicate files, and destroying without filing that material which has no value for record purposes.

(d) Uses only approved Electronic Records Management applications per reference (d).

(e) Ensures all records are covered by authorized retention schedules.

(f) Provides for systematic preservation and disposal of records by transferring records to the appropriate records center for retention.

(g) Ensures that the records identified as essential to the conduct of emergency functions and those that preserve the rights and interests of Marine Corps personnel are current, complete, adequately protected, accessible, and usable.

(h) Incorporates records management requirements into automated information systems development and redesign.

(i) Provides for the proper training of all personnel that create and use records.

(j) Provides for a standard system throughout the Marine Corps for efficiently and effectively indexing, and filing of records by records series that allows them to be retrieved quickly and reliably, and to be disposed of in accordance with approved records schedules. The single standard system currently used throughout the Marine Corps for categorizing Marine Corps records by subject is the Standard Subject Identification Codes (SSICs) (reference (g)).

(k) Safeguards all personal data within records, per references (h) and (i).

(l) Identifies and adequately protects those records that specify how the Department will operate in case of emergency or disaster, records vital to the continued operations of the Marine Corps during and after an emergency or disaster, and records needed to protect the legal and financial rights of the Marine Corps and of persons affected by its actions, as an integral part of the Marine Corps' Continuity of Operations (COOP) Program. Marine Corps personnel shall be appropriately informed about vital records. Vital records implementation guidance and program guidelines are contained in references (a) and (f). The designation of vital records shall be current and complete. Appropriate measures shall be taken to ensure the survival of vital records or copies of vital records in case of emergency or disaster so that they are protected, accessible, and immediately usable.

b. Concept of Operations. In order to fulfill the objectives of the Records Management Program, to reduce administrative burden, and to promote and improve paperwork efficiency, all commanders and heads of HQMC staff agencies shall:

(1) Designate in writing, as Command Designated Records Managers, personnel to manage and monitor the command's records management program at an organizational level of sufficient authority to effectively and efficiently implement the program.

(2) Encourage continuous assessment and improvement in all local records management techniques.

(3) Reduce record holdings to those essential for administrative responsiveness per reference (f).

(4) Ensure preservation of records of permanent value per reference (f).

(5) Provide for the timely transfer or destruction of records.

(6) Train personnel that create and use records.

5. Administration and Logistics

a. Commandant of the Marine Corps

(1) CMC (ARD) shall:

(a) Issue policy and procedures for the Marine Corps Records Management Program.

(b) Evaluate program effectiveness, provide guidance to the Command Designated Records Managers, as needed, and ensure overall compliance with records management regulations.

(c) Appoint a Records Manager to lead the implementation of the DON Records Management Program within the Marine Corps.

(d) Per reference (d), will provide administrative and logistics support to the Combatant Commanders consistent with reference (j).

(e) Serve as Marine Corps liaison with higher authorities and with other Government agencies in matters relating to records management.

(f) Act as the focal point for specific records problems, records management assistance and training guidance.

(2) Submit recommendations for improvement to the Marine Corps Records Management Program to CMC (ARDB).

b. Records Disposition. Copies of transmittals transferring Marine Corps records to the National Archives or the Federal Records Centers, and related correspondence authorizing the destruction of Marine Corps records shall be retained per reference (f).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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

R. MAGNUS
Assistant Commandant
of the Marine Corps

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