

MCBUL 5210 MARINE CORPS COMMAND DESIGNATED RECORDS MANAGER PROGRAM

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NARR/REF A IS OFFICE OF MANAGEMENT AND BUDGET DIRECTIVE M-12-18, MANAGING FEDERAL RECORDS. REF B IS SECNAV M-5210.1, DEPARTMENT OF THE NAVY RECORDS MANAGEMENT PROGRAM, RECORDS MANAGEMENT MANUAL. REF C IS MCO 5210.11F, MARINE CORPS RECORDS MANAGEMENT PROGRAM. REF D IS 5 U.S.C.552A, THE UNITED STATES CODE FOR FEDERAL EMPLOYEES ADMINISTRATIVE PROCEDURES AS IT RELATES TO PRIVACY ACT. REF E IS SECNAVINST 5211.5E, DEPARTMENT OF NAVY PRIVACY ACT PROGRAM.//

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GENTEXT/REMARKS/1. Purpose. This bulletin serves as guidance in vitalizing the Marine Corps Command Designated Records Manager Program.

2. Background. Per references (a), (b) and (c), Marine Corps commands shall preserve and properly manage records that document organizational functions, policies, decisions, procedures and essential transactions. To accomplish this, the Marine Corps has determined that commands must identify lead individuals to manage organizational records according to their National Archives and Records Administration (NARA)-approved schedules. These lead individuals will be identified as Command Designated Records Managers (CDRM).

3. Action. The CDRM program provides the leadership and framework required to comply with new and existing federal and legal records management mandates. In keeping with these mandates, the Records, Reports, Directives and Forms Management Branch (ARDB), Administration and Resource Management Division, Headquarters Marine Corps (HQMC), has defined two levels of CDRMs; “primary” CDRMs and “secondary” CDRMs.

a. Appointment of primary CDRMs is mandatory.

(1) Primary CDRMs shall be appointed by HQMC departments, divisions and separate agencies, and by commanders at the Marine Corps Force, Marine Expeditionary Force, Marine Corps Installations Command and subordinate base/station levels.

(2) Primary CDRMs shall possess the following qualities.

(a) Be of a rank/grade commensurate with primary CDRM responsibilities that can effect and implement program action(s) when necessary.

(b) Be knowledgeable of unit physical and electronic records.

(c) Have an understanding of records management and associated legal requirements.

(d) Knowledge in administrative and information management areas.

(e) Desire to contribute to proper retention and archival of records to ensure future use and reference.

(f) Technological competence to set up and configure electronic records.

(g) Initiative to develop and manage the records management program for the unit.

(h) Seniority and authority to effectively influence behavior and culture shifts within the unit.

b. Records management needs vary throughout the Marine Corps and identification of additional CDRMs may be necessary.

(1) If a primary CDRM determines the need for secondary CDRMs, they are encouraged to request appropriate leadership to appoint secondary CDRMs; e.g., leaders of commands, activities and staff agencies subordinate to those noted in paragraph 3a(1).

(2) Appointment of secondary CDRMs is optional but encouraged.

(3) When identifying secondary CDRMs, criteria similar to that used in the selection of primary CDRMs should be used.

c. To support CDRMs in leading their unit-level records management programs, ARDB has established a CDRM Community of Interest portal. Primary CDRMs are required to register at this portal per the instructions below. Once registered, primary CDRMs will be granted permission to appoint secondary CDRMs and ensure they are registered as well.

(1) Before registration can occur, access to the electronic HQMC portal is required. Visit [https://\(SLASH\)\(SLASH\)ehqmc.support.usmc.mil/sites/MCWAR/default.aspx](https://(SLASH)(SLASH)ehqmc.support.usmc.mil/sites/MCWAR/default.aspx) to gain access.

(2) Once access is granted, complete CDRM registration at [https://\(SLASH\)\(SLASH\)ehqmc.usmc.mil/org/ar/ard/ardb/rmks](https://(SLASH)(SLASH)ehqmc.usmc.mil/org/ar/ard/ardb/rmks).

(3) Primary CDRMs have 30 days from publication of this Bulletin to complete CDRM registration.

d. The Community of Interest portal promotes CDRM interaction to share and learn best practices of records management.

e. ARDB will host a virtual meeting of all primary CDRMs to cover roles and responsibilities in managing organizational records and oversight responsibilities unique to primary CDRMs. Activities leading up to that meeting will include initial outreach and identification of primary CDRM leaders. Dates for the first virtual meeting will be announced within 15 days of publication of this Bulletin. Time zones will be considered when scheduling meetings.

f. Contact ARDB if you experience any access approval or registration issues.

4. Administration and Logistics

a. Records created as a result of this Bulletin shall be managed according to NARA-approved dispositions per reference (b) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

b. Generation, collection or distribution of Personally Identifiable Information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended and per references (d) and (e). Any unauthorized review, use, disclosure or distribution is prohibited.

5. Cancellation Contingency. This Bulletin, unless superseded, is canceled one year from date of publication.

6. Applicability. This Bulletin is applicable to the Marine Corps Total Force.

7. Points of contact are: Kim Enright-LaMere, GS-14, HQMC ARDB, Marine Corps Records Manager, COMM: 703-614-2311, DSN: 224-1081, email: kim.enrightlamere@usmc.mil and Elena Drayer, GS-13, HQMC ARDB, Assistant Marine Corps Records Manager, COMM: 703-693-1970, DSN: 224-1081, email: elena.drayer@usmc.mil.

8. Release authorized by Lieutenant General James B. Laster, Director, Marine Corps Staff.//