



DEPARTMENT OF THE NAVY
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MARINE CORPS BULLETIN 5210

From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Transition to Electronic Records Management (ERM)

Ref: (a) OMB M-19-21 'Transition to Electronic Records,' June 28, 2019
(b) OMB Government Reform Plan, Processes Delivering Gov Solutions in the 21st Century, (2018)
(c) 5 U.S.C. 552a
(d) SECNAVINST 5211.5F
(e) SECNAV M-5210.1
(f) MCO 5210.11F

1. Situation. The Federal government recognizes the need to improve agencies' efficiency, effectiveness, and responsiveness to citizens by converting paper-based processes to electronic workflows, expanding online services, and enhancing management of government records, data, and information. Beginning 31 December 2022, the National Archives and Records Administration (NARA) and Federal Records Centers (FRCs) will no longer accept paper per reference (a). The Department of the Navy (DON) and therefore the Marine Corps, will be transitioning to electronic records management (ERM) to comply with references (a) and (b). This Bulletin outlines a series of policy and programmatic changes to the Marine Corps Records Management (RM) Program in support of achieving a fully ERM-compliant Marine Corps.

2. Mission. The Marine Corps shall transition from managing hard copy (textual) records to ERM in accordance with the timeline established by references (a) and (b). This shall be accomplished utilizing a three-phased approach with the first two phases being Marine Corps specific:

- Phase 1: Command Records Operational Support Site (CROSS)
- Phase 2: Marine Corps Tool for Information Lifecycle Management (MCTILM)
- Phase 3: DON/Marine Corps' future ERM solution (to be determined)

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. It is recognized that Marine Corps organizations are in varying states of compliance; however, all organizations shall complete the implementation of CROSS, MCTILM, and the future Marine Corps ERM solution (to be determined) in sequential order. All commanders, commanding officers, directors, and civilian command-equivalent agency heads of Headquarters Marine Corps (HQMC) and supporting activities, Fleet Marine

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Forces, and the supporting establishment are ultimately responsible for their organizations' administrative readiness, posture, and compliance with references (a) through (f).

(2) Concept of Operations

(a) Transition to ERM shall occur in three phases:

1. Phase 1: Implementation of CROSS. CROSS is a SharePoint-based programmatic tool that establishes an organization's RM program, standardizes the construct of RM programs throughout the Marine Corps, and replaces the need for organizations to develop RM turnover binders. **All Marine Corps organizations are required to establish a complete program in CROSS by 30 June 2021.** Completion of Phase 1 is required before implementation of Phase 2. Registration, training, and end-user guides are available on the Administration and Resource Management Division (AR), Publishing and Logistics Management Branch (ARD), Records, Reports, Directives and Forms Management Section (ARDB) website as denoted in paragraph 4.d. Once an organization has established a complete program in CROSS (Phase 1), contact the ARDB Records Management (RM) team (paragraph 4.a.) to receive the, "MCTILM Implementation and User Guide," for instructions.

2. Phase 2: Implementation of MCTILM. MCTILM is a configured SharePoint Records Center that allows end-users to upload their unstructured records into a structured environment and execute automated disposition schedules via workflow(s). This prevents Command Designated Records Managers (CDRMs) from manually managing, transferring, or destroying their records. **Implementation of Phase 2 will occur throughout the latter half of FY21 with a completion requirement date of 31 December 2021 for all Marine Corps organizations.** Completion of Phase 2 is required before implementation of Phase 3. Contact the ARDB Records Management (RM) team (paragraph 4.a.) upon completion of Phase 2.

NOTE: Records already resident in approved systems of record shall remain resident in their respective system(s). Records containing Personally Identifiable Information (PII) and controlled unclassified information (CUI) shall also remain resident in their respective system(s) of record.

3. Phase 3: Implementation of the DON/Marine Corps future ERM solution. The long-term solution is to be determined; additional guidance forthcoming.

(b) Use of Department of the Navy (DON) Record Schedules. Effective immediately, all Marine Corps organizations shall transition to the DON 'bucket' records schedules per reference (e). These record schedules can be found in CROSS and on the DON website, located in para 4.d.(2) of this Bulletin.

NOTE: Chapter 2, para 1.f. of reference (e) explains the differentiation between the use of record schedules and Standard Subject Identification Codes (SSICs).

b. Responsibilities/Tasks

(1) Commanders and Leaders at All Levels

(a) Provide top-down oversight to ensure all subordinate organizations are actively transitioning to ERM and moving toward compliance with Phases 1, 2, and 3 in accordance with the prescribed timelines.

(b) Assess the readiness posture of the command/organization as it pertains to ERM. Ensure all necessary steps are being taken to implement the three phases above.

(c) Appoint a CDRM in the rank of E-6 or higher (or civilian equivalent). In the event that manpower does not allow for an appointment at the designated rank, a CDRM shall be appointed based on capability and responsibility of the individual to ensure a successful transition to ERM.

NOTE: A CDRM does not have to have a Military Occupational Specialty (MOS) of 0111 or 0102 to be a CDRM.

(d) Oversee the command/organization's transition to ERM in accordance with the phases and timelines as outlined in paragraph 3.a.(2)(a).

(2) Command Designated Records Managers (CDRMs)

(a) Fully implement the DON Record Schedules for organizational use.

(b) Provide oversight and guidance to all sections within the organization related to the ERM migration (not just the S-1).

(c) Oversee and implement the command/organization's transition to ERM in accordance with the phases and timelines as outlined in paragraph 3.a.(2)(a).

4. Administration and Logistics

a. Points of Contact. Questions regarding this MCBul may be sent via email to HQMC (ARDB) support email box at: smb_hqmc_rmoutreach@usmc.mil.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per reference (d).

c. Records Management. Records created as a result of this Bulletin shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per reference (e) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD)

portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (f) for Marine Corps records management policy and procedures.

d. Web Links

(1) Command Records Operational Support Site (CROSS).
<https://eis.usmc.mil/sites/CROSS>.

(2) Record Schedules (DON Website). Users must establish portal registration to gain immediate access to the site. The newly approved record schedules can be found under the DON/AA DRMD website.

Note: For direct routing to the Record Schedules, copy the entire link and then paste into the web browser; do not right click to open hyperlink. <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>

(3) HQMC (ARDB) website:
<https://www.hqmc.marines.mil/ar/Branches/Publishing-and-Logistics-Management/Records-Reports-Directives-and-Forms/>.

5. Command and Signal

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

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



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