



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 5210.4A
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COMBAT CENTER ORDER 5210.4A

From: Commanding General
To: Distribution List

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) MCO 5210.11F
(b) SECNAV M-5210.2
(c) SECNAV M-5210.1
(d) MCO 5750.1H
(e) CCO 5750.1J
(f) Section 552a, Title 5 U.S.C., Privacy Act
(g) SECNAV M-5216.5
(h) DoD Instruction 1000.30 of August 2012
(i) CCO 5213.9A
(j) CCO 5720.10E
(k) DONCIO WASHINGTON DC 171625Z Feb 12
(l) DONCIO WASHINGTON DC 081745Z Nov 12
(m) CCO 5211.2
(n) MARADMIN 466/15 Marine Corps Command Designated Records Manager Program
(o) MARADMIN 530/15 DON Tasks, Records, and Consolidated Knowledge Enterprise
(p) CCO 5210.5

1. Situation. This Order provides procedures for the implementation of the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Records Management Program based on references (a) through (f).

2. Cancellation. CCO 5210.4.

3. Mission. Establish procedures for the Records Management Program, preparation of an electronic file plan, and assign responsibility for its administration in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Records Management Program is implemented to control the creation, organization, maintenance, use, and disposition of Combat Center records.

(2) Concept of Operations

(a) General Records Management. Commanding Officers, Assistant Chiefs of Staff (ACs/S), and Special Staff Officers are responsible for

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economical and efficient management of records. Procedural guidance for records management is contained in reference (a) which describes in detail roles and responsibilities, file plans and records maintenance, electronic records, federal records holds, freezes and preservation orders, as well as information on archival procedures.

(b) Social Security Number (SSN) Usage Reduction. All use of the SSN, whether full, partial, masked, encrypted, or disguised, is subject to review and justification. If not operationally necessary, it must be eliminated, per reference (h).

b. Subordinate Element Missions

(1) Commanding Officers (COs) and Officers-in-Charge

(a) A record, regardless of medium or format, is information that accurately reflects the command's functions, operations, policies, decisions, procedures, and essential transactions. In accordance with reference (a), ensure control of these types of records and the proper use of reports, forms, correspondence, and directives.

(b) Keep paperwork to a minimum, eliminating duplicate files, and destroying material that has no value for record purposes.

(c) Use only Marine Corps approved electronic records management applications [see reference (o)].

(d) Ensure proper use of Standard Subject Identification Codes on all records, as listed in reference (b).

(e) Identify and protect all vital records, see reference (p).

(f) Appoint a Command Designated Records Program Manager (CDRM) in writing to perform the duties described in reference (n).

(2) ACs/S and Special Staff Officers

(a) A record, regardless of medium or format, is information that accurately reflects the command's functions, operations, policies, decisions, procedures, and essential transactions. In accordance with reference (a), ensure control of these types of records and the proper use of reports, forms, correspondence, and directives.

(b) Keep paperwork to a minimum, eliminating duplicate files, and destroying material that has no value for record purposes.

(c) Use only Marine Corps approved electronic records management applications [see reference (o)].

(d) Ensure proper use of Standard Subject Identification Codes on all records, as listed in reference (b).

(e) Identify and protect all vital records, see reference (p).

(f) Designate a Records Program Manager to perform the duties described in paragraph 4c(1).

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(3) AC/S G-1

(a) Appoint in writing a Primary CDRM (PCDRM) and Alternate CDRM (ACDRM).

(b) G-1 Adjutant

1. Once appointed as the PCDRM, register with the Records, Reports, and Directives Management Branch (ARDB). When permissions are established, ensure the ACDRM is registered with ARDB.

2. The PCDRM and ACDRM are directly responsible for implementing an active and enduring records management program.

3. Attend all ARDB virtual CDRM meetings and training sessions.

4. The PCDRM and ACDRM will serve as the focal point for general assistance and training. Specific duties include:

a. Ensure all subordinate unit and directorate records are maintained per Navy and Marine Corps orders and directives.

b. Provide assistance to subordinate units and directorates to identify and protect vital records in accordance with reference (p).

c. Conduct periodic staff assist visits and inspections with subordinate units and directorates to ensure compliance with the references.

d. Serve as the liaison with CMC (ARDB) for the transfer of records to the Federal Records Centers (FRCs), as listed in reference (a). Ensure all subordinate unit and directorate records to be transferred are in the appropriate containers, packaged properly, and marked correctly prior to being shipped to the FRCs via CMC (ARDB).

e. Provide assistance to G-7 on the development and implementation of a Vital Records Programs as part of the Continuity of Operations Planning and Business Continuity Plan.

f. In preparation for transition to electronic records management, ensure all Records Program Managers (RPMs) and Secondary CRDMs submit an electronic file plan, per references (a) and (o). Monitor conversion of paper records to electronic records when reference (o) puts forth guidance.

c. Coordinating Instructions(1) Duties for the RPMs and Secondary CDRMs

(a) Oversee and coordinate with section/unit points of contact to ensure that all records are maintained in accordance with the references.

(b) Stand a periodic internal inspection by the PCDRM or ACDRM for the Records Management Program.

(2) Records Disposition

(a) Ensure all records are covered by authorized retention schedules found in reference (c). Conduct an annual year-end review to ensure records are properly disposed.

(b) Ensure no federal records are removed or destroyed without proper authority.

(c) Ensure records of historical value are preserved per references (d) and (e).

(d) Records containing PII that are authorized for disposal must be rendered unrecognizable before being placed in a trash or recycle receptacle. Paper records must be shredded and other media (discs, hard drives, etc.) must be completely destroyed.

(3) SSN Usage Reduction

(a) Remove SSNs and any unnecessary personal information from all rosters. Recall rosters should contain only names, addresses, and telephone numbers per reference (k).

(b) Encrypt all emails containing SSNs in any form. Follow the guidance in reference (k).

(c) Ensure that share drive folders used for files containing SSNs or other personally identifying information are accessible only to personnel with the need to know the information. Password-protect documents or folders if necessary.

(d) Do not scan documents containing SSNs unless the destination folder is only accessible by users authorized to view the information. See reference (k) for additional guidance.

(e) Do not fax documents containing SSNs, unless the exceptions listed in reference (l) apply. Reference (k) has been modified by reference (l).

(f) Eliminate the use of the SSN in all documents unless the use meets the acceptable use criteria in reference (h). If an identifier is necessary, replace the SSN in correspondence with the electronic data interchange personal identifier. For example, the "To" line of a standard letter would read: Sergeant John Doe 0123456789/0111 USMC.

(g) Review all procedures, administrative processes, and directives to ensure that any prescribed use of the SSN is justified as an acceptable use per reference (h); if the use cannot be justified, the SSN must be eliminated. The procedure for developing and modifying forms is found in reference (i).

(4) Training and Guidance

(a) Chapter 3 of reference (a) provides a day-to-day guide to general records management.

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(b) All personnel must complete the annual web-based training for records managers; Marines refer to the current Marine Corps Bulletin 1500, civilians and contractors contact your local Human Resources Department.

(c) All subordinate units and directorates may contact the G-1 Adjutant's office for records management at (760) 830-4189. Classroom training may also be arranged with the Adjutant's Office.

(5) System of Records Notices (SORNs). Records maintained or accessed by the MAGTF/TC, MCAGCC are covered by the SORNs, refer to reference (m) for further information.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all COs, ACs/S, Special Staff Officers, directorates, and activities that fall under the cognizance of the Commanding General, MAGTF/TC, MCAGCC.

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



J. F. HARP
Chief of Staff

Distribution: A