



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

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 CH-1
(d) MCO 5750.1H
(e) CCO 5750.1L
(f) Section 552a, Title 5 U.S.C., Privacy Act
(g) SECNAVINST 5210.8F
(h) DoD Instruction 1000.30 of Aug 2012
(i) CCO 5213.9F
(j) CCO 5720.10L
(k) DONCIO WASHINGTON DC R 151450Z MAR 17
(l) DONCIO WASHINGTON DC 081745Z NOV 17
(m) CCO 5211.2B
(n) MARADMIN 466/15 Marine Corps CDRM Program
(o) MARADMIN 530/15 DON Tasks, Records, and Consolidated Knowledge Enterprise
(p) CCO 5210.5F
(q) MARADMIN 485/18 SECNAV Notice 5210 for The Implementation of New DON Bucket Records Schedule
(r) Title 10, Subtitle C, Part IV, chapter 661, § 7861, "Custody of Departmental Records and Property"
(s) OMB Directive M-12-18 "Managing Gov Records Directive," 27 Aug 12
(t) SECNAV Note 5210 dtd 29 May 2018
(u) OMB Circular A-130 Revised, "Management of Federal Information Response"
(v) 44 U.S.C. § 3301 and 3106
(w) MCO 3030.1A
(x) MCBUL 5210 Marine Corps Transition to ERM

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 the references.

2. Cancellation. CCO 5210.4F.

3. Mission. To establish procedures for the updated records management policy to include textual, electronic, and email records. This Program includes electronic records management (ERM) and assigns responsibility for its administration in accordance with the references. This Order has been revised substantially and should be reviewed in its entirety.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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4. Executiona. Commander's Intent and Concept of Operations(1) Commander's Intent

(a) Records management is everyone's responsibility. The Combat Center is responsible to manage and preserve records to document Marine achievements and historical events, comply with legal/statutory obligations and fiscal requirements, and support business use. Regardless of form or medium, all Combat Center records will be maintained using lifecycle management and, when possible, remain in an electronic format throughout their lifecycle.

(b) This Order will:

1. Provide policy and training, and promote records management compliance throughout MAGTFTC, MCAGCC.

2. Ensure Combat Center records are managed in accordance with the National Archives and Records Administration (NARA)-approved dispositions (retentions).

3. Support maximum use of ERM in order to eliminate and/or reduce the need for paper files which result in costly physical storage spaces and a burden to the environment.

4. Ensure all Combat Center records and information follow proper lifecycle management, meaning they are created, preserved, made accessible, remain retrievable, and follow their proper dispositions according to NARA-approved retention schedules.

5. Preserve records that protect the financial and legal rights and interests of MAGTFTC, MCAGCC and its personnel.

6. Promote and assist commands/directorates/divisions in implementing their Essential Records Program to ensure continuity of operations and protection of records in the event of natural disasters, emergencies, or threat of terrorism. This Essential Records Program provides commands with the information it needs to conduct business under other than normal operating conditions and to resume normal business afterward. Essential Records implementation guidance and program guidelines are contained in reference (p). Records identified for the Essential Records Program are an integral part of the MAGTFTC, MCAGCC Continuity of Operations Program (COOP).

7. Provide input for records management requirements into existing and new Marine Corps Electronic Information Systems (EIS) per reference (g).

8. Assist in safeguarding personally identifiable information (PII) within records in accordance with the Privacy Act of 1974 and implemented per reference (m).

9. Standardize methods for filing electronic and textual records to include file outlines, metadata tagging, and naming convention when indexing, cataloging, and archiving Combat Center records as outlined in Chapter 3 of reference (a).

(c) The ERM will be implemented by use of the Electronic Records Library (ERL) in SharePoint Online.

(2) Concept of Operations

(a) General Records Management. Commanding Officers (COs), Officers-in-Charge (OICs), Assistant Chiefs of Staff (ACs/S), Divisions Directors (DivDirs), and Special Staff Officers are responsible for 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, per reference (k). If not operationally necessary, it must be eliminated, per reference (h).

(c) File Plan/Outline and MetaData. With the implementation of the ERL, the MAGTFTC, MCAGCC File Plan/Outline for electronic records and command information for descriptive labels (i.e. metadata) for all electronic records is available at https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G1_ADJ.

(d) To fulfill the objectives of higher headquarters (HHQ) records management and ensure that HHQ's policy, training, and awareness is provided in the management of all Federal records created and collected within MAGTFTC, MCAGCC.

b. Subordinate Element Missions

(1) COs and OICs

(a) Implement a command directive to ensure protection of organizational records in compliance with legal and statutory requirements.

(b) Use the appointment letter template, available on the United States Marine Corps (USMC) Command Records Operational Support Site (CROSS) as your official recognition of CDRM and Alternate CDRM (ACDRM) appointments. Commands will appoint CDRMs at the battalion levels at a minimum. The appointed Primary CDRM (PCDRM)/ACDRM, will also register with the Records, Reports, and Directives Management Branch (ARDB), following the instructions that may be found at https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G1_ADJ within 90 days of appointment.

(c) Designate and appoint, using the appointment letter template available on the USMC CROSS site as your official recognition of Staff Section Records Managers (SSRM) appointments for subordinate sections to ensure consistent records management. Unit CDRMs will maintain their subordinate section appointment letters and training information for inspection purposes.

(d) Oversee, publish, and implement local directives(s) and continuity binder(s) (electronic is preferred) respective to records management programs to include a Essential Records Program.

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(e) Ensure all personnel receive annual records management training. Training is available via the Headquarters Marine Corps (HQMC) ARDB sharepoint site at https://usmc.sharepoint-mil.us/sites/AR_RecordsMangement?web=1 and/or MarineNet at <https://www.marinenet.usmc.mil/marinenet/>.

(f) Promote the timely transfer of records as outlined in reference (a), Chapter 4.

(g) Ensure directorate/division records management practices comply with this Order, reference (a), and the Inspector General of the Marine Corps (IGMC) Functional Area Checklist 5210.11.

(h) Ensure the maximum use of electronic filing methods per references (r) and (s).

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

(j) Use only Marine Corps approved ERM applications [see references (a), (o) and (x)]. Coordinate with the MAGTFTC, MCAGCC PCDRM to prepare electronic file plans.

(k) Ensure proper use of Standard Subject Identification Codes (SSICs) on all records, as listed in reference (b). Use of the new NARA-approved Bucket List Records Schedule SSICs are to be used immediately per references (c), (q), and (t).

(l) Identify and protect all essential records, see reference (p).

(m) Ensure all personnel receive required annual training and mandatory annual refresher training. Training is available via the HQMC ARDB sharepoint site at https://usmc.sharepoint-mil.us/sites/AR_RecordsMangement?web=1 and/or MarineNet at <https://www.marinenet.usmc.mil/marinenet/>.

(n) Ensure the CDRM/ACDRM submits a Records Transfer request in Archives and Records Center Information System (ARCIS) for transfer approval to the Federal Records Center (FRC) for all records near, at, or past the time frames of transfer. CDRMs/ACDRMs ensure that all records transfer requests are processed through the ARCIS portal at <https://arcis.archives.gov/arcis/start.swe?SWECmd=Start&SWEHo=arcis.archives.gov>.

(2) ACs/S, DivDirs, and Special Staff Officers

(a) Use the appointment letter template, available on the USMC CROSS site as your official recognition of SSRM appointments who will oversee the records management program for division/sections within the directorate. Additional SSRMs for the division/sections will be managed by the directorate SSRMs. Ensure a copy of the appointment letter and current training certificate is uploaded into the CROSS site and a copy is provided to the MAGTFTC CDRM.

(b) Ensure continuity binder(s) (electronic is preferred) respective to records management and Essential Records Programs are created and maintained and uploaded into the CROSS site.

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(c) Ensure all personnel receive annual records management training.

(d) Ensure appropriate and sufficient network and repository resources are available to facilitate records management processes in accordance with reference (a).

(e) Promote the timely transfer of records as outlined in reference (a), Chapter 4.

(f) Ensure directorate/division records management practices comply with this Order and reference (a).

(g) Ensure the maximum use of electronic filing methods per references (r) and (s).

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

(i) Coordinate with the MAGTFTC, MCAGCC, CDRM to prepare electronic file plans.

(j) Ensure proper use of SSICs on all records, as listed in reference (b). Use of new NARA-approved SSICs are to be used immediately per references (c), (q), and (t).

(k) Identify and protect all essential records, see reference (p).

(l) Ensure that all records transfer requests are processed through the ARCIS portal at <https://arcis.archives.gov/arcis/start.swe?SWECmd=Start&SWEHo=arcis.archives.gov>

(m) Ensure that assigned personnel receive Marine Corps records management annual training. Training is available via the HQMC ARDB sharepoint site at https://usmc.sharepoint-mil.us/sites/AR_RecordsMangement?web=1 and/or MarineNet at <https://www.marinenet.usmc.mil/marinenet/>.

(3) Assistant Chief of Staff (AC/S), G-1 Manpower (Mpwr)

(a) Use the appointment letter template, available on the USMC CROSS site as your official recognition of a PCDRM and ACDRM appointments.

(b) G-1 Mpwr Adjutant (Adj)

1. Once appointed as the PCDRM/ACDRM, register with the ARDB within 90 days of appointment.

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

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

4. Ensure all subordinate units and directorates annually review and update, if necessary, their file plans in CROSS.

5. 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 essential 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 ARDB for the transfer of records to the FRCs, as listed in reference (a). Ensure all subordinate unit and directorate SSRMs have access to ARCIS in order to transfer records. Access and guidance for ARCIS is available via the ARDB Records Management sharepoint site at https://usmc.sharepoint-mil.us/sites/AR_RecordsMangement?web=1..

e. Provide assistance to Mission Assurance Office on the development and implementation of an Essential Records Program as part of the COOP, per reference (p).

f. Ensure that directorate and special staff SSRM's appointment letters and training certificates are uploaded into CROSS in accordance with Inspector General Marine Corps (IGMC) Functional Area Checklist (FAC) 5210 Subsection 1, 103 and 104.

6. Responsible to assist directorates in submitting requests for transfer of records approval to ARCIS. Ensure that all records transfer requests are processed through the ARCIS portal at <https://arcis.archives.gov/arcis/start.swe?SWECmd=Start&SWEHo=arcis.archives.gov>.

(4) Command Deck Administration

(a) Is responsible for any item originated by said Office or any item that is not reviewed by the G-1 Mpwv Adj Office.

(b) Ensure all documents signed by the Commanding General (CG) or Chief of Staff are uploaded into the ERL.

(c) CG Email. Per reference (a) ensure the following is performed:

1. Maintain and preserve all CAPSTONE officials' email (NIPR and SIPR).

2. Notify ARBD upon knowledge of CAPSTONE officials' intended separation and/or departure.

3. Contact ARDB at hqmcrc-mgr@usmc.mil for the most recent policy on email capture and collection requirements.

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NOTE: Official emails sent and received on commercial accounts such as .edu, Yahoo!®, Google®, AOL®, etc. shall be preserved as Federal records.

(5) Unit/Directorate/Section CDRMs

(a) Assist commanders with oversight of command records management programs.

(b) Serve as liaisons with ARDB to determine records management best practices.

(c) All unit/Directorate CDRMs and SSRMs will register in the CROSS site once appointed.

(d) Ensure that unit/directorate CDRM and SSRM's appointment letters and training certificates are uploaded into CROSS in accordance with Inspector General Marine Corps (IGMC) Functional Area Checklist (FAC) 5210 Subsection 1, 103 and 104.

(e) Equip and empower fellow SSRMs to establish proper records management practice command wide.

(f) Serve as representatives and conduct day-to-day administration of the command/directorate's records management program.

(g) Oversee respective records programs across the command by establishing a comprehensive command file plan and employing lifecycle management in accordance with NARA-approved dispositions and reference (c).

(h) Assist records managers in submitting records transfer requests to ARCIS for transfer approval to the appropriate FRC and/or NARA based upon the appropriate records dispositions found in reference (c). Ensure that all records transfer requests are processed through the ARCIS portal at <https://arcis.archives.gov/arcis/start.swe?SWECmd=Start&SWEHo=arcis.archives.gov>.

(i) Provide support to the commander in the preservation of records that protect the legal and financial rights of the Federal Government and the Marine Corps.

(j) Ensure records to the following matters are not destroyed prior to authorize NARA-approved dispositions per section 3106 of reference (v):

1. Final settlement of claims and demands by or against the Federal Government of the United States which have been settled and adjusted in the Government Accountability Office.

2. Outstanding claims against the United States, the Department of Defense (DoD), the Department of the Navy (DON), and/or the Marine Corps.

3. Cases in litigation.

4. Incomplete investigations.

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holds. 5. Court/Presidential/Agency orders/record freezes/record

dispositions. 6. Unscheduled records or records awaiting NARA-approved

(k) Attend ARDB-sponsored CDRM training opportunities.

(l) Conduct internal command self-inspections using the IGMC Functional Area Checklist 5210.11 to improve local records management programs and practices.

(m) Monitor conversion of textual records to electronic records using guidelines outlines in reference (r).

(n) Provide assistance to the commander to develop a local essential records directive (order and/or bulletin) and implement a Essential Records Program in accordance with reference (p). Incorporate the Essential Records Program into the command's COOP, Safety, and/or Emergency Evacuation Plan per reference (w).

(o) Ensure pre-deployment records training requirements and responsibilities are met.

(p) Assist in the capture and preservation of email to include CAPSTONE (senior leadership) and NON-CAPSTONE email, if applicable.

(q) Ensure SSRMs create and maintain their files plans in the CROSS site.

(r) Stand a periodic internal inspection by the MAGTFTC, MCAGCC PCDRM or ACDRM for the Records Management Program.

(s) Unit CDRMs are responsible to submit transfer request for approval to the FRC for all records near, at, or past the time frames of transfer. Ensure that all records transfer requests are processed through the ARCIS portal at <https://arcis.archives.gov/arcis/start.swe?SWECmd=Start&SWEHo=arcis.archives.gov>.

(6) SSRMs

(a) Once appointed, ensure registration is completed in the CROSS site and a copy of your training certificate is uploaded.

(b) Identify, oversee, and coordinate with section/unit points of contact to ensure that all records are maintained in accordance with the references.

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

(d) SSRMs are not required to register with ARDB.

(e) Ensure section file plan is reviewed/updated annually in the CROSS site.

(f) Develop, maintain, and uploaded into the CROSS site continuity binder(s) and turnover procedure(s) that capture the process of creating and maintaining command/directorate files regardless of their location or format. See the respective CDRM for assistance.

(g) Coordinate with respective CDRMs to process and submit transfer requests for approval to the FRC for all records near, at, or past the time frames of transfer. Ensure that all records transfer requests are processed through the ARCIS portal at <https://arcis.archives.gov/arcis/start.swe?SWECmd=Start&SWEHo=arcis.archives.gov>.

(h) Ensure that Division/Section personnel receive Marine Corps records management annual FY training. Training is available via the HQMC ARDB sharepoint site at https://usmc.sharepoint-mil.us/sites/AR_RecordsMangement?web=1 and/or MarineNet at <https://www.marinenet.usmc.mil/marinenet/>.

c. Coordinating Instructions

(1) Reference (a) defines the term "records" as - includes all recorded information, regardless of form or characteristics, made or received by a Federal agency 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, decision, procedures, operations, or other activities of the United States Government or because of the informational value of data in them; and does not include library and museum material made or acquired and preserved solely for reference or exhibition purposes or duplicate copies of records preserved only for convenience.

(2) 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 records and the proper use of reports, forms, correspondence, and directives.

(3) Knowledge/Information Management Officers (KMO/IMO). Close coordination with EIS custodians is required to properly manage records. KMO/IMOs assist commanders, staff officers, and CDRMs to develop and implement information technology solutions that streamline various processes. They share expertise and provide guidance during the lifecycle of electronic records, ensure proper archival elements are built into new and existing systems, and configure SharePoint instances when appropriate.

(4) Records Disposition

(a) Ensure all records are covered by authorized retention schedules found in reference (c), (q), and (t). Conduct an annual year-end review to ensure unnecessary 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.

(5) SSN Usage Reduction

(a) 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.

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

(c) Encrypt all emails containing SSNs in any form and never send to group mailboxes. Follow the guidance in reference (k).

(d) 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.

(e) 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.

(f) Do not fax documents containing SSNs, unless the exceptions listed in reference (l) applies.

(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).

(6) Records File Maintenance. Chapter 3 of reference (a) provides a day-to-day guide to general records management. Ensure that the following administrative processes are implemented:

(a) Use the MAGTFTC, MCAGCC File Plan/Outline for all paper record files required to be kept. If paper records are required, a paper waiver request must be submitted to HQMC, Administration and Resource Management Division (AR Div), Publishing and Logistics Management Branch (ARD), ARDB. The paper waiver request may be obtained at https://usmc.sharepoint-mil.us/sites/AR_RecordsMangement?web=1.

(b) All labels for paper record file purposes will correspond with the MAGTFTC, MCAGCC File/Outline.

(c) File records will be marked with "open" and "close" dates as appropriate per fiscal/calendar year and the capacity will be only 3/4 of an inch wide. See reference (a), Figure 3-2.

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(d) All file plans and file folders will have the NARA approved disposition schedules listed on the label of paper record files. See reference (a), Chapters 1 and 3.

(e) Ensure all permanent and temporary records are clearly marked (PERM or TEMP). See reference (a), Figure 3-2.

(f) Ensure that PERM and TEMP records are managed in separate folders and segregated from each other.

(7) Training and Guidance

(a) All personnel must complete the annual web-based training for records management. Marines, refer to the current Marine Corps Bulletin 1500. Civilians and contractors, contact your local Human Resources Department. Training is available via the HQMC ARDB sharepoint site at https://usmc.sharepoint-mil.us/sites/AR_RecordsMangement?web=land/or MarineNet at <https://www.marinenet.usmc.mil/marinenet/>.

(b) All subordinate units and directorates may contact the G-1 Mpw'r Adjutant's Office for records management at (760) 830-8689. Classroom or Microsoft TEAMS training may also be arranged with the G-1 Mpw'r Adjutant's Office.

(c) Guidance and training for the ERL is provided at https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G1_ADJ.

(8) System of Records Notice (SORN). Records maintained or accessed by the MAGTFTC, MCAGCC that are retrieved by personal identifier must be authorized by a SORN. Refer to reference (m) for further information.

(9) Electronic Signatures. In order to eliminate unnecessary printing and scanning of electronic correspondence, it is encouraged that digital signatures using Adobe Pro/Reader and the users Common Access Card credentials be used to maintain the integrity of the electronic record.

(10) Forms Management. Naval Forms Online is the official online resource for MAGTFTC, MCAGCC forms and can be retrieved from <https://navlaforms.documentservices.dls.mil/web/public/forms>.

5. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>.

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

c. Privacy Act. Any misuse or unauthorized disclosure of 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 will be balanced against the individuals' right to be protected against

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unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended [reference (f)] and implemented per reference (m).

6. Command and Signal

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

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


M. H. CLINGAN

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