



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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RMD 3B

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COMBAT CENTER ORDER 5210.4D

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 5750.1J
(f) Section 552a, Title 5 U.S.C., Privacy Act
(g) SECNAVINST 5210.8E
(h) DoD Instruction 1000.30 of August 2012
(i) CCO 5213.9C
(j) CCO 5720.10G
(k) DONCIO WASHINGTON DC R 151450Z MAR 17
(l) DONCIO WASHINGTON DC 081745Z NOV 17
(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 5210.5C
(q) MARADMIN 485/18
(r) Title 10, Subtitle C, Part IV, chapter 661, § 7861, "Custody of Departmental Records and Property"
(s) Office of Management and Budget (OMB) Directive M-12-18 "Managing Government Records Directive," August 27, 2012
(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 3030.1

Encl: (1) Procedures to Register as a CDRM
(2) Mandatory Annual Records Management Refresher Training

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. This Order provides records management policy for Commanders, Command Designated Records Managers (CDRM), all active and reserve Marines, Civilian Marines (union and non-union), and contractors working aboard the Combat Center.

2. Cancellation. CCO 5210.4C.

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

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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.

4. Execution

a. 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 MAGTF/TC, 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 electronic records management in order to eliminate and/or reduce the need for paper files which result in costly physical storage fees 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 MAGTF/TC, MCAGCC and its personnel.

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

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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 Management Dashboard (ERMD) in SharePoint.

(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 ERMD, 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://vce.tecom.usmc.mil/sites/msc/magtftc/SitePages/Electronic%20Records%20Management%20Dashboard.aspx>.

(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 an order or bulletin to ensure protection of organizational records in compliance with legal and statutory requirements.

(b) Designate and appoint, in writing, a Primary CDRM (PCDRM) and an Alternate CDRM (ACDRM). Commands will appoint CDRMs at the battalion levels at a minimum. Have a copy of the appointment and training certificate forwarded to the MAGTFTC, MCAGCC CDRM. The appointed PCDRM/ACDRM, will also register with the Records, Reports, and Directives Management Branch (ARDB), following the instructions in enclosure (1) within 90 days of appointment.

(c) Designate and appoint, in writing, Staff Section Records Managers (SSRM) for subordinate sections to ensure consistent records management. CDRMs/SSRMs below the battalion level will not forward

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information to the MAGTFTC, MCAGCC CDRM, nor ARDB; unit CDRMs will maintain their subordinate appointment letters and training information for inspection purposes.

(d) Oversee, publish, and implement local directives(s) and continuity binder(s) respective to records management programs to include a vital records program.

(e) Ensure all personnel military, civilian [union and non-union], and contractor support receive annual fiscal year (FY) records management training per enclosure (2).

(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.

(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) and (o)]. Coordinate with the MAGTFTC, MCAGCC CDRM 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 vital records, see reference (p).

(m) Ensure all personnel receive required annual training and mandatory annual refresher training as described in enclosure (2).

(n) Ensure the CDRM/ACDRM submits the SF 135 Forms to HQMC ARDB for transfer approval to the Federal Records Center (FRC) for all records near, at, or past the time frames of transfer.

(o) Ensure the CDRM/ACDRMs retain a copy of the SF 135 Forms until notification of record transfer to NARA or authorized records destruction by HQMC ARDB.

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

(a) Appoint, in writing, a CDRM who will oversee the records management program for division/sections within the directorate. SSRMs will be managed by the directorate CDRMs. Ensure a copy of the appointment letter and current training certificate is given to the MAGTFTC, MCAGCC CDRM.

(b) Appoint, in writing, an SSRM at all division/sections within the directorate to ensure consistent records management. SSRMs will be

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managed by the Directorate CDRM. Directorate CDRMs will maintain their subordinate appointment letters and training information for inspection purposes.

(c) Ensure continuity binder(s) respective to records management and vital records programs are created and maintained.

(d) Ensure all personnel military, civilian [union and non-union], and contractor support receive annual FY records management training.

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

(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 and reference (a).

(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) Coordinate with the MAGTF/TC, MCAGCC CDRM to prepare electronic file plans.

(k) 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).

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

(m) Ensure the SSRM coordinates with the Directorate CDRM to prepare and submit the SF 135 Forms to HQMC ARDB for transfer approval to the FRC for all records near, at, or past the time frames of transfer.

(n) Ensure the SSRM retains a copy of the SF 135 Forms until notification of record transfer to NARA or authorized records destruction by HQMC ARDB.

(o) Ensure all personnel receive required annual training and mandatory annual refresher training as described in enclosure (2).

(3) AC/S Resource Management Directorate (RMD)

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

(b) RMD Manpower (Mpwr) Adjutant

1. Once appointed as the PCDRM/ACDRM, register with the ARDB, using the instructions in enclosure (1), within 90 days of appointment.

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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. Staff file plan every December and update ARDB website at <https://eis.usmc.mil/sites/rmks/SitePages/CDRM%20Community%20Resources.aspx>.

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 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 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 Mission Assurance, Force Protection Office on the development and implementation of a Vital Records Program as part of the Continuity of Operations Plan, per reference (p).

6. Responsible to assist directorates in submitting SF 135 Forms to HQMC ARDB for transfer approval to the FRC for all records near, at, or past the time frames of transfer.

7. Responsible to assist directorates in ensuring they know the processes and responsibilities for retaining a copy of SF 135 Forms until notification of record transfer to NARA or authorized records destruction by HQMC ARDB.

(4) Command Deck Administration

(a) Is responsible for any item originated by said Office or any item that is not reviewed by the RMD Mpwr Adjutant Office.

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

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

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

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

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

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

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 U.S. 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) Duties for the Unit/Directorate CDRMs

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

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

(c) Request appointment letters of SSRMs throughout the command/directorate to include all staff sections. All CDRMs shall upload their appointment letter to the RMKS within 90 days of appointment. SSRMs are not required to register. Once appointed ensure a copy of the appointment letter and current copy of the training certificate is provided to the MAGTFTC, MCAGCC CDRM.

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

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

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(f) 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).

(g) Assist records managers in transferring records to the appropriate FRC and/or NARA based upon the appropriate records dispositions found in reference (c).

(h) 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.

(i) Ensure records to the following matters are not destroyed prior to authorized 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.

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

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

(j) Attend ARDB-sponsored CDRM training opportunities.

(k) Conduct internal command self-inspections using the IGMC Functional Area Checklist 5210 to improve local records management programs and practices.

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

(m) Provide assistance to the commander to develop a local vital records directive (order and/or bulletin) and implement a vital records program in accordance with reference (p). Incorporate the vital records program into the command's COOP, Safety, and/or Emergency Evaluation Plan per reference (w).

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

(o) Assist in the capture and preservation of email to include CAPSTONE (senior leadership) and NON-CAPSTONE email.

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(p) Solicit information from all subordinate sections to compile and maintain a unit/directorate/section file plan. Send updated file plans to the MAGTF/TC, MCAGCC CDRM.

(q) Stand a periodic internal inspection by the MAGTF/TC, MCAGCC PCDRM or ACDRM for the Records Management Program.

(r) Submit any corrections, additions, or deletions to the file outline to the respective CDRM.

(s) Unit CDRMs are responsible to submit SF 135 Forms to HQMC ARDB for transfer approval to the FRC for all records near, at, or past the time frames of transfer.

(t) Unit CDRMs are responsible for retaining a copy of SF 135 Forms until notification of record transfer to NARA or authorized records destruction by HQMC ARDB.

(5) Duties for SSRMs

(a) Once appointed, ensure a copy of the appointment letter and current copy of the training certificate is provided to the respective CDRM.

(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) Solicit information and submit any corrections, additions, or deletions to the file outline to the respective CDRM.

(f) Develop and maintain 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 SF 135 Forms to HQMC ARDB for transfer approval to the FRC for all records near, at, or past the time frames of transfer.

(h) Responsible for retaining a copy of SF 135 Forms until notification of record transfer to NARA or authorized records destruction by HQMC ARDB.

(i) Ensure that Division/Section personnel receive Marine Corps records management annual FY training.

(6) 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.

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(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.

(7) 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).

(8) Records File Maintenance

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

1. Use the MAGTFTC, MCAGCC File Plan/Outline for all paper record files required to be kept.

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

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3. 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.

4. 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.

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

6. Ensure that permanent and temporary records are managed in separate folders and segregated from each other.

(9) 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. See enclosure (2) for additional annual training information.

(b) All subordinate units and directorates may contact the RMD Mpw'r Adjutant's Office for records management at (760) 830-4189. Classroom training may also be arranged with the RMD Mpw'r Adjutant's Office.

(c) Guidance and training for the ERMD is provided on the website at <https://vce.tecom.usmc.mil/sites/msc/magtftc/SitePages/Electronic%20Records%20Management%20Dashboard.aspx>.

(10) 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.

(11) 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 Combined Access Card credentials be used to maintain the integrity of the electronic record.

(12) 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 <http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Orders/>.

b. Records Management. 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. Regardless of format or medium.

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 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 Commanding General, MAGTF/TC, MCAGCC.

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


R. MARTINEZ
Chief of Staff

Distribution: A

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PROCEDURES TO REGISTER AS A CDRM

1. MAGTF/TC, MCAGCC Secondary Primary CDRMs (battalion level) are to register and access the Records Management Knowledge Site (RMKS) which is maintained on MCEITS (link below). If you don't already have a MCEITS account, you will be directed to set that up and request access to the RMKS. For MAGTF/TC, MCAGCC subordinate units, specific instructions for registration are as follows:

a. Go to the link below and follow instructions for gaining access to the RMKS page.

b. Once on the home page, click on "Registration" (top of left-side quick launch bar).

c. Click on the "Register" button at top of page and follow the instructions. CDRMs must use the link "Download the Appointment Letter Template". All SSRMs are not required to have a letter posted to RMKS, but this Order directs that they be appointed in writing. Make sure you save a copy using the file naming convention listed and attach the PDF to your registration. Also note that your appointment must be dated within a year, so if you have an old appointment letter, use the template from the website to prepare a new one.

d. Your role will be Primary unit CDRM (you can have an alternate CDRM register as well).

e. Your region will be MCCDC.

2. The RMKS website is the main source for CDRM updates and resources, found at the following address: <https://eis.usmc.mil/sites/rmks/SitesPages/homepage.aspx>.

3. Once you have registered, please explore the announcements and resources on the other pages. Generally, you will not be responsible to respond to any taskers without coordination with the MAGTF/TC, MCAGCC CDRM. The surveys are intended for regimental level commands, not necessarily your level, and are completely voluntary.

4. Even though your subordinate sections are not required to register, identify staff section record managers for both Records Management and Privacy Act purposes.

MANDATORY ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING AND RESPONSIBILITIES

1. Marine Corps training resources are as follows:

a. Web-based training courses are offered on the Marine Net website: "Records Management (DON): Advanced Topics (M02RMT0700); MC Records Management Course: Every Marine's Responsibility" (M01RMT0700) [**OFFLINE as of the date of this Order**]. Go to marinenet.usmc.mil and search Records Management. Civilians can go to Total Workforce Management Services (TWMS) TWMS CBT (TWMS-59446) at <https://twms.navy.mil/login.asp>.

b. "Annual Records Management Training." This document, available on the DON CIO website (www.doncio.navy.mil, click Browse All Topics, and select Records Management, then click on Annual Records Training), contains information sufficient to satisfy required training. Command Training Officers are responsible for tracking completion and maintaining records of training done with the Guide.

c. In-house group training at the command level. To access this training option, visit the RMKS website page at <https://eis.usmc.mil/sites/rmks/SitesPages/Training%20Resources.aspx> (choose email certificate upon request). Click on "Training", Click on Power Point Presentation; Records Management Instructor Preparation Guide; Records Management Lesson Purpose Plan; Records Management Comment Card to access this group training package.

2. Responsibilities

a. It is your responsibility to properly create, maintain, preserve, and manage official records throughout their life cycle regardless of record format. Additionally, electronic records should be managed in a DON-approved recordkeeping system and include disposition instructions and metadata. Email records should include attachments and metadata.

b. Use of personal or commercial email accounts for official business is only allowed in situations in which DoD email accounts are not available or for an authorized operational reason. Per enclosure (2) of DON CIO Memo of 12 Feb 16, a user must submit a request in writing and have it approved by a FO/GO/SES in the chain of command prior to use. When DON personnel must create or send records using non-official email accounts, they must either copy their official email accounts in the original creation or transmission of the records or forward complete copies to their official accounts not more than 20 days after the original creation or transmission of the records.

c. You must identify records and distinguish them from non-record materials. This includes all forms of media, including electronic documents and email as stated in SECNAV M-5210.1.

d. You are not to remove records from Government custody or destroy them, except as directed or allowed under authorized record schedules.

e. You are to inform the chain of command of any actual, pending, or threatened unlawful removal, alteration, or destruction of Federal records. If the threat to records persists or destruction occurs, you shall notify the Navy Records Manager (DON Assistant for Administration, Directives and Records Management Division) at don_records_management@navy.mil, or the Marine Corps Records Manager (Headquarters Marine Corps Records, Reports, Directives, and Forms Management) at hqmcrc-mgr@usmc.mil.

f. You are to keep personal papers separate from organizational records.