



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
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BnO 5210.4A

S-1

22 Dec 18

BATTALION ORDER 5210.4A

From: Commanding Officer, Headquarters Battalion
To: Distribution List

Subj: COMMAND RECORDS MANAGEMENT POLICY AND PROCEDURES

Ref: (a) SECNAV M-5210.2
(b) SECNAV 5210.1
(c) MCO 5215.1K

1. Situation. The Records Management Program ensures the efficient and economic use of reports, forms, correspondence, and directives of this Command in paper and electronic form.

2. Mission. Implement policy, outline responsibilities, and promulgate guidance to manage and control the Records Management Program within Headquarters Battalion (HQBN) per the references.

3. Execution

a. Commander's Intent. The Records Management Program exercises internal controls over the creation, organization, maintenance, use, and disposition of HQBN records in order to ensure consistency and necessity across the command.

b. Concept of Operations. This program shall reduce administrative burdens by promoting and improving records accountability and efficiency.

c. Tasks

(1) S-1

(a) Assign in writing a Command Designated Records Manager (CDRM), per references (a) and (b), and this order.

(b) Provide copies of appointment letters to Headquarters, U.S. Marine Corps (HQMC) Records, Reports, and Directives Management (ARDB) Records Manager as required.

(c) Ensure the assigned CDRM and Administrative Clerks are properly trained in records management.

(d) Ensure assigned Record Managers are knowledgeable of the commands' mission to monitor recordkeeping.

(e) Maintain appointment letters for all company Record Managers in a continuity or turnover folder.

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~~(f) Ensure all service members are properly trained in records management.~~

(g) Collect annual Records Management training reports from each company and submit to HQMC (ARDB) by 15 December each year.

(h) Ensure the command established a records management file plan and turnover procedures.

(i) Develop and implement a Vital Records Program in accordance with reference (a).

(2) Company Commanders

(a) Assign in writing a Records Manager, per references (a) and (b), and this order.

(b) Provide a copy of appointment letters to the CDRM.

(c) Ensure service members, civilians, and contractor support personnel within the company are properly trained in records management.

(d) Provide the annual Records Management training report to the CDRM by 1 December each year.

(e) Ensure the company established a records management file plan and turnover procedures.

(f) Implement and manage a company level Vital Records Program in accordance with reference (a).

(3) CDRM & Record Managers

(a) Assist commanders with oversight of the Command Records Management Program. The CDRM will maintain appointment letters for all staff sections outside of the S-1. The CDRM must maintain annual training certificates for the S-1 and all staff section Record Managers.

(b) Serve as liaison to the commander to determine records management best practices.

(c) Conduct internal inspections to improve local records management programs and practices.

(d) Ensure the command identifies vital records, institutes a Vital Record Program, and incorporates the Vital Records Program into the command's continuity of operation plan.

(e) Ensure assigned personnel receive annual Records Management training.

(f) Establish and maintain a Records Management file plan and turnover procedures.

~~(g) Establish a files outline for all records both paper and electronic. Refer to Figure 3-2 of reference (b).~~

(h) Ensure Department of the Navy Standard Subject Identification Codes (SSICs) are used to collect and manage files. There are 13 major SSIC groups.

<u>SSIC</u>	<u>SUBJECT</u>
1000-1999	Military Personnel
2000-2999	Information Technology and Communications
3000-3999	Operations and Readiness
4000-4999	Logistics
5000-5999	General Administration and Management
6000-6999	Medicine and Dentistry
7000-7999	Financial Management
8000-8999	Ordnance Material
9000-9999	Ships Design and Material (Not used by Marine Corps)
10000-10999	General Material
11000-11999	Facilities and Activities Ashore
12000-12999	Civilian Personnel
13000-13999	Aeronautical and Astronautical Material

(i) File permanent records separately from temporary records and annotate records with the letter "T" or "P".

(j) Ensure files are opened and closed fiscally or annually, as appropriate, and "open" and "close" dates are in the correct format. Refer to Figure 3-1 of reference (a) for additional examples.

(k) Ensure hard copy records are closed when they exceed 3/4 of an inch thick, with the appropriate date, and open a subsequent file folder.

(l) Ensure documents in each folder are arranged in chronological order from latest to earliest.

d. Coordinating Instructions

(1) Record System

(a) Hard Copy Records. Hard copy records will be maintained in a secure filing cabinet away from the general public. These cabinets must be labeled with a privacy act statement and a unit file plan. Hard copy records should only be used for vital records.

(b) Electronic Records. Electronic formatted records will be maintained on the HQBN/shared drive in folders identified by SSIC and Subject.

(c) Vital Records. A vital record is any record deemed critical for the reorganization or reconstruction of the unit in times of emergency. Vital record types include: Legal, Financial, Inspections, and Directives.

~~(2) Privacy Act Statement. Post a Privacy Act Statement on applicable non-electronic record file cabinet drawers. An example is:~~

"These correspondence files are indexed and retrieved by individual personal identifiers and contain protected personal information. THE PRIVACY ACT OF 1974 [USC552a] and implementing regulation (SECNAVINST 5211.SE) provide that no information from these files may be disclosed without consent of the record subject except when such disclosure meets the criteria of one or more of the 12 exceptions set forth in the Act [USC 552a (b) (1)] through notice governing this file collection. Any unauthorized disclosure may result in civil and/or criminal penalties to the individual in his/her personal capacity and/or the Government."

(3) Training Links. Records Management training is available on MarineNet for personnel with a MarineNet account, or other multi-media means for use in large or small group settings for those without access to MarineNet or a computer network. Use the following links to access these valuable tools.

(a) Records Management, Everyone's Responsibility:
<https://www.marinenet.usmc.mil/MarineNet/Search/CatalogSearch.aspx?link=Bread>

(b) Records Management, Advanced Topics:
<https://www.marinenet.usmc.mil/MarineNet/Courses/Enroll.aspx>

4. Administration and Logistics. Ensure records and information created as a result of this order are managed to the National Archives and Records Administration-approved disposition. Proper lifecycle management shall be applied to ensure records and information are created, preserved, accessible, retrievable, and stored regardless of format medium. Records will be placed in folders by SSIC. Once the record has been verified in the library dispose of hard copy accordingly.

5. Command and Signal

a. Command. This order is applicable to all HQBN permanent and attached personnel.

b. Signal. This order is effective the date it is signed.


S. A. EDWARDS

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