



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
MARINE CORPS AIR GROUND COMBAT CENTER  
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BnO 5210.4B  
S-1

MAR 02 2021

BATTALION ORDER 5210.4B

From: Commanding Officer, Headquarters Battalion  
To: Distribution List

Subj: COMMAND RECORDS MANAGEMENT POLICY AND PROCEDURES

Ref: (a) SECNAV M-5210.1  
(b) SECNAV M-5210.1 CH-1  
(c) MCO 5215.1K  
(d) MCO 5210.11F  
(e) SECNAV Instruction 5210.8F

Encl: (1) Cross-walking Old SSIC to New Schedule Numbers

1. Situation. This order provides procedures for the implementation of the Headquarters Battalion (HQBN) Records Management Program. This Order provides record management policy for Commanders, Command Designated Records Managers (CDRM), and all Marines and civilians within HQBN in accordance with the references.

2. Cancellation. BnO 5210.4A.

3. Mission. To establish procedures and promulgate guidance to manage and control the Records Management Program to include Electronic Records Management (ERM).

4. Execution

a. Commander's Intent. The Records Management Program exercises internal controls over the creation, organization, maintenance, use, and disposition of HQBN records regardless of form or medium. HQBN records will be maintained using lifecycle management and when possible, remain in an electronic format throughout their lifecycle.

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), and an Alternate CDRM (ACDRM) per references (a) and (b), and this order.

(b) Provide copies of appointment letters to Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) CDRM, Headquarters, U.S. Marine Corps (HQMC) Records, Reports, and

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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 command's mission to monitor recordkeeping.

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

(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 establishes 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 3-3 of reference (d).

(h) In order to provide the most current retention schedules, the Director of Directives and Records Management Division (DRMD) will maintain all of the Department of the Navy (DON) retention schedules on the following website. <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

(i) Guidance and instructions for the new schedule numbers are on the following website and on enclosure (1). [https://eis.usmc.mil/sites/cross/SitePages/CDRM\\_Home.aspx](https://eis.usmc.mil/sites/cross/SitePages/CDRM_Home.aspx).

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

(k) Ensure files are opened and closed fiscally or annually, as appropriate, and "open" and "close" dates are in the correct format. Refer to Figure 3-2 of reference (d) for additional examples.

(l) 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.

(m) 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.

(b) Electronic Records. Electronic formatted records will be maintained on the HQBN/shared drive in folders identified by SSIC/Number and Series Title in accordance with DRMD.

(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>

5. Administration and Logistics. Ensure records and information created as a result of this order are managed in accordance with 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/Number.

6. 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.

  
A. J. MARTINEZ

DISTRIBUTION: A

**DON/AA**

Department of the Navy  
Assistant for Administration



# Cross-walking Old SSIC to New Schedule Numbers



DON/AA  
Directives and Records  
Management Division  
(DRMD)

**ENCLOSURE** (1)

**DON/AA**

Department of the Navy  
Assistant for Administration



These slides will show an example of how to use the SECNAV M-5210.1 in conjunction with the new schedules/crosswalks posted on the DON/AA DRMD Portal site.

**ENCLOSURE** (1)



## Do a Ctrl+f in the SECNAV M-5210.1 PDF to find the subject of the records you're looking for

records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for possible permanent retention before these disposition instructions may be applied.

The format used for this series follows that of the "Guide to Personnel Records Keeping" formally the Federal Personnel Manual (FPM) issued by the Office of Personnel Management (OPM), and not necessarily that of the remainder of this directive. Therefore, additions and deletions are made following the "Guide to Personnel Records Keeping."

SSIC 12000-12099

GENERAL CIVILIAN PERSONNEL RECORDS

SSIC 12000

GENERAL CIVILIAN PERSONNEL RECORDS

1. Remedy Program Records relating to the Development, Implementation, and Overall Administration of Navy and Marine Corps-Wide Policies, Procedures, and Programs pertaining to Civilian Personnel Administration. These records are accumulated only in offices responsible for the establishment and/or administration of Navy-wide policies and programs, such as the Secretary of the Navy (SECNAV), the Assistant Secretary of the Navy (Manpower and Reserves Affairs) (ASSTSECNAV MRA), the Commandant of the Marine Corps (CMC), and the Human Resources Operations Center (HROC). Records relate to the establishment, approval, and implementation of Navy-wide policies and procedures pertaining to position classification, wage administration, employee relations, awards and other incentives, performance appraisal systems, equal employment opportunity (EEO) programs, and personnel record keeping.

PERMANENT. Transfer to Washington National Records Center (WNRC) when 3 years old. Transfer to NARA when 20 years old (N1-NU-86-3)

Find civilian person Previous

correspondence not covered elsewhere in this chapter when 3 years old. (N1-NU-86-3)

c. Comments on Directives, Studies, Reports, Issuances Accumulated by Offices Not Responsible for Preparation.

Destroy according to SSICs for specific general correspondence files in this chapter. For general correspondence not covered elsewhere in this chapter, destroy when 3 years old. (N1-NU-86-3)

d. Issuances Prepared by Lower Echelon Offices that Must Be Retained by Higher Level Offices.

**12000.1**

SSICs for specific general correspondence files in this chapter. For general correspondence not covered elsewhere in this chapter, destroy when 3 years old. (N1-NU-86-3)

e. Copies Retained by Preparing Offices of Reports and Statistical Data Submitted to Higher Echelon Offices, with Related Feeder Materials and Background Papers.

Destroy according to SSICs for specific general correspondence files in this chapter. For general correspondence not covered elsewhere in this chapter, destroy when 3 years old. (N1-NU-86-3)

SSIC 12100-12199

OFFICE OF PERSONNEL MANAGEMENT RECORDS

SSIC 12171

OFFICE OF PERSONNEL MANAGEMENT ISSUANCE SYSTEM RECORDS

1. Correspondence Dealing with the Explanation and Acquisition of the Directives Issuance System which includes OPM Operating Manuals, OPM Notice and Posting System



Take the old number (e.g. 12000.1) and go to the new chapter cross-walk on the DON/AA site.

Chapter 05 - SF 115 Disposition Authority DAA-NU-2015-0005	...	April 27	Meehan, Kristen M
Chapter 05 - Records schedule crosswalk_Final_Updated_2	...	6 days ago	Meehan, Kristen M
Chapter 06 - Records schedule crosswalk (Final)Updated	...	February 28	Meehan, Kristen M
Chapter 06 - SF 115 Disposition Authority - DAA-NU-2015-0006	...	July 24, 2017	Meehan, Kristen M
Chapter 07 - records schedule crosswalk (Final)Updated	...	April 16	Meehan, Kristen M
Chapter 07 - SF 115 Disposition Authority - DAA-NU-2015-0007	...	July 24, 2017	Meehan, Kristen M
Chapter 08 - Records schedule crosswalk_Final_Updated	...	February 28	Meehan, Kristen M
Chapter 08 - SF 115 Disposition Authority - DAA-NU-2015-0008	...	July 24, 2017	Meehan, Kristen M
Chapter 09 - Records schedule crosswalk_(Final)Updated	...	February 28	Meehan, Kristen M
Chapter 09 SF115 Disposition Authority - DAA-NU-2015-0009	...	February 27	Meehan, Kristen M
Chapter 10 - Records schedule crosswalk final_(Final)Updated	...	February 28	M
Chapter 10 - SF 115 Disposition Authority DAA-NU-2015-0010	...	February 27	M
Chapter 11 - Records schedule crosswalk (final)_Updated	...	February 28	M
Chapter 11-SF 115 Disposition Authority DAA-NU-2015-0011	...	September 8, 2017	Meehan, Kristen M
Chapter 12 - Records schedule crosswalk (Final)Updatedv2	...	February 28	Meehan, Kristen M
Chapter 12 - SF 115 Disposition DAA-NU-2015-0012	...	February 16	Meehan, Kristen M
Chapter 13 - Records schedule crosswalk (Final)_Updated	...	February 28	Meehan, Kristen M

Click the applicable chapter

Chapter 12 - Records schedule crosswalk (Final)Updatedv2





Find the old SSIC (12000.1) in the crosswalk and see what the new number is

SSIC/No.	Series Title	Description of Records	Cutoff	Disposition	Rec.	DAU	Notes
12000-1	Policy, Strategy, and Planning:	Information relating to the development, implementation, and administration of Navy-wide policies, procedures, and programs pertaining to the development, implementation, and administration of Navy-wide policies, procedures, and programs. These records are accumulated only in offices responsible for the establishment and/or administration of Navy-wide policies and programs, such as the Secretary of the Navy (SECNAV), the Assistant Secretary of the Navy (Manpower and Reserves Affairs) (ASSTSECNAV MRA), the Commandant of the Marine Corps (CMC), and the Human Resources Operations Center (HROC). Records relate to the establishment, approval, and implementation of Navy-wide policies and procedures pertaining to position classification, wage administration, employee relations, awards and other incentives, performance appraisal systems, equal employment opportunity, and primary program records relating to the development, implementation, and administration of Navy and Marine Corps-wide policies, procedures, and programs pertaining to civilian personnel administration. These records are accumulated only in offices responsible for the establishment and/or administration of Navy-wide policies and programs, such as the Secretary of the Navy (SECNAV), the Assistant Secretary of the Navy (Manpower and Reserves Affairs) (ASSTSECNAV MRA), and the Human Resources Operations Center (HROC).		PERMANENT: Cutoff at CY. Transfer to the National Archives 20 years after cutoff.	x	DAA-NU-2015-0012-0001	
12000.1	GENERAL CIVILIAN PERSONNEL RECORDS	1. Primary Program Records Relating To the Development, Implementation, and Administration of Navy and Marine Corps-Wide Policies, Procedures, and Programs Pertaining To Civilian Personnel Administration. These records are accumulated only in offices responsible for the establishment and/or administration of Navy-wide policies and programs, such as the Secretary of the Navy (SECNAV), the Assistant Secretary of the Navy (Manpower and Reserves Affairs) (ASSTSECNAV MRA), and the Human Resources Operations Center (HROC). 2. Records Relating To the Development, Implementation, and Administration of Navy and Marine Corps-Wide Policies, Procedures, and Programs Pertaining To Civilian Personnel Administration. These records are accumulated only in offices responsible for the establishment and/or administration of Navy-wide policies and programs, such as the Secretary of the Navy (SECNAV), the Assistant Secretary of the Navy (Manpower and Reserves Affairs) (ASSTSECNAV MRA), and the Human Resources Operations Center (HROC).		Permanent. Transfer to Washington National Records Center (WNRC) when 3 years old. Offer to NARA when 20 years old.	p	NT-NU-86-3 / 120001	
12271.1a	DEVELOPING POLICIES, PROCEDURES, PROGRAMS, AND STANDARDS RECORDS	1. Standards development and the use of standards. 2. Records associated with standards development and the use of standards.		Permanent. Transfer to WNRC when 4 years old. Offer to NARA when 20 years old.	p	NT-NU-86-3 / 122711A	
12272.1a	PERSONNEL POLICY FORMULATION AND PERSONNEL ISSUANCES RECORDS	1. Official Organization Charts, Narrative Histories, and Related Records, which Document the Organization and Functions of the Office. 2. Record Copy.		Permanent. Transfer to Federal Records Center (FRC) when superseded or obsolete. Offer to NARA when 20 years old.	p	NT-NU-86-3 / 122721A	
PERSONNEL POLICY		2. Directive Case Files. a. Record copy of directives that establish civilian personnel policies within Navy with supporting case file, if any, documenting important aspects of the development		Permanent. Transfer to FRC when superseded or obsolete.			

All of these SSICs now fall under this new schedule number