



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GA 31704-0302

MCLBAO 5210.1J  
CO1000

**JUN 14 2018**

MARINE CORPS LOGISTICS BASE ALBANY ORDER 5210.1J

From: Commanding Officer  
To: Distribution List

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5210.1  
(b) MCO 5212.11F  
(c) MCBUL 5210  
(d) 5 USC 552a  
(e) SECNAVINST 5211.5E

1. Situation. Per the references, Marine Corps Logistics Base (MCLB) Albany is required to establish a uniform process for managing electronic and hard copy records.

2. Mission. To establish a Records Management Program, ensuring a uniform system to properly manage and dispose of records across the Division.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To create a Command Records Management Program in compliance with Marine Corps Orders and Directives concerning Records Management.

(2) Concept of Operations

(a) Delegation of Authority

1. The Adjutant will take charge of the Records Management Program and serve as the Command Designated Records Manager (CDRM) to manage and adhere to Marine Corps standards concerning records management.

(b) Command Designated Records Manager (CDRM)

1. Assist the Commanding Officer with oversight of the Command Records Management Program.

2. Serve as liaison with Headquarters Marine Corps (HQMC), Administrative and Resources Division (AR), Records, Reports, Directives, and Forms Management Branch (ARDB) to determine records management best practices.

3. Submit appointment letter to HQMC (ARDB) via the Records Management Knowledge Site (RMKS) at:  
<https://eis.usmc.mil/sites/rmks/SitePages/homepage.aspx?>

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4. Appoint and designate in writing an Alternate Command Designated Records Manager (ACDRM) within every section.

5. Equip and empower fellow Staff Records Managers to establish proper records management practices.

6. Serve as representatives and conduct day to day administration of the Command Records Management Program.

7. Oversee respective Records Programs across the Division by establishing a comprehensive unit file plan and employing lifecycle management in accordance with National Archives and Records Administration (NARA)-approved dispositions.

8. Assist ACDRMs to transfer records to the appropriate Federal Records Center (FRC), HQMC (ARDB), and/or NARA direct, per appropriate records dispositions.

9. Preserve records that protect the legal and financial rights of the Federal Government and the Marine Corps

10. Serve as command activity liaison for the transfer of records to NARA and the FRCs in coordination with HQMC (ARDB).

11. Attend HQMC (ARDB)-sponsored CDRM meetings and training sessions.

12. Conduct interval self-inspections to improve local records management programs and practices.

13. Monitor conversion of paper records to electronic records using the guidelines outlined.

14. Provide assistance to subordinate commands to develop and implement a Vital Records Program.

15. Ensure annual and pre-deployment records training requirements and responsibilities are met.

16. Ensure commands identify vital records, institute a Vital Records Program, and incorporate the Vital Records program into the command's Continuity of Operations Plan (COOP) Safety, and/or Emergency Evaluation Plan.

(c) Alternate Command Designated Records Manager (ACDRM)

1. Assist CDRMs with oversight of the Command Records Management Program.

(d) Record System

1. Electronic Records. Electronic records will be maintained in the sharedrive. All records, including vital records, will be maintained electronically.

2. Vital Records. Any record deemed critical for the MCLB Albany or reconstruction of the unit in times of emergency. Vital record types include: Legal, Financial, Inspections, and Directives.

(e) Disposition of Records. For all records that have reached the appropriate disposition date, ACDRMs will submit a request to the CDRM with appropriate information. Upon review, the CDRM will sign and issue a copy for the requesting section to maintain until disposition has been reached.

(f) Training. Training will be completed annually in September, as well as quarterly workshops hosted by Marine Corps Installations East G-1.

4. Administration and Logistics

a. Recommendations concerning the content of this Order may be forwarded to the MCLB Albany Command Designated Records Manager.

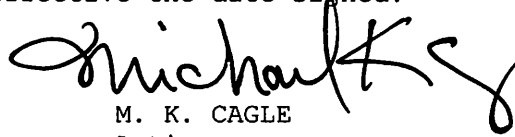
b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (a) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of Navy (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 (d) and implemented per reference (e)).

5. Command and Signal

a. Command. This Order is not applicable to the Marine Corps Reserve.

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

  
M. K. CAGLE  
Acting

Distribution: A