



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
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ASO 5210.1B
ADJ
FEB 22 2022

AIR STATION ORDER 5210.1B

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) MCO 5210.11F
(b) MCBul 5210 dtd March 5, 2021
(c) SECNAVINST 5210.8F
(d) MCO 5215.1K
(e) SECNAV M-5210.2
(f) SECNAVINST 5211.5F
(g) MCIEAST-MCB CAMLEJO 5211.6B
(h) MCIEASTO 5211.5
(i) DoD Directive 5015.02, "DoD Records Management Program,"
(j) V1.5 CROSS End User Registration Guide dtd August 14, 2020
(k) Air Station Bulletin 5210, Records Management Standing Operating Procedures

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

2. Cancellation. ASO 5210.1A.

3. Mission. To implement policy, outline responsibilities, and promulgate guidance for the management and control of the Records Management Program within Marine Corps Air Station (MCAS) New River per the references.

4. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent

(a) This program is implemented to control the creation, organization, maintenance, use, and proper disposition

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of MCAS New River records.

(b) Records include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics as described in reference (a).

(2) Concept of Operations. This program shall reduce administrative burdens by promoting records management through electronic processing.

b. Tasks

(1) MCAS New River Adjutant

(a) Designate a Primary and Alternate Unit Command Designated Records Manager (CDRM), per reference (a) and this Order. The Commanding Officer (CO), MCAS New River will appoint each CDRM per reference (j). Appointment letters and designation as a Primary and Alternate CDRM will appear in the Command Records Operational Support Site (CROSS).

(b) The Primary or Alternate CDRM will appoint all Staff Section Records Managers per reference (j). Appointment letters and designation as a Staff Section Records Manager will appear in CROSS.

(c) Ensure all personnel assigned as CDRMs and Staff Section Records Managers are properly trained in records management.

(d) Continually monitor CROSS to ensure appointment letters are current. Renew appointment letters by clicking on any date/s that appear/s in red font; updated appointment letters will populate automatically.

(e) Ensure all service members, civilians, and contractor support personnel within MCAS New River are properly trained in records management each fiscal year (FY).

(f) Records management training rosters can be obtained from the Station S-1 for all civilian personnel and from the HQHQRON S-3 for all military personnel. Rosters will be uploaded to the training section in CROSS at the end of each FY.

(g) Ensure a file plan has been completed within CROSS.

(h) Conduct formal and informal Commanding General Inspections utilizing Functional Area Checklist 5210: Records Management.

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

(2) Department Heads

(a) Each Department will designate at least one Staff Section Records Manager.

(b) Each Staff Section Records Manager will be appointed in CROSS by either the Primary or Alternate CDRM. Appointment letters will populate automatically in CROSS.

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

(d) Ensure a records management file plan and turnover procedures have been established for all paper and electronic records within the department. File plans should be completed within CROSS.

(e) All departments should be fully migrated to electronic management of records, with few exclusions. All exclusions will be annotated within the department's file plan in CROSS.

(f) Implement and manage an Essential Records Program within the department in accordance with (IAW) reference (a).

(3) CO, Headquarters and Headquarters Squadron (HQHQRON)

(a) Designate a Primary CDRM per reference (a) and this Order. Designating an Alternate CDRM is highly recommended. The CO, HQHQRON will appoint a Primary and Alternate CDRM per reference (j). Appointment letters and designated Primary and Alternate CDRMs will appear in CROSS.

(b) Ensure all service members, civilians, and contractor support personnel within the command are properly trained in records management each FY.

(c) Conduct formal and informal inspections of the Squadron using the Commanding General's Inspection Functional Area Checklist 5210: Records Management.

(d) Ensure a records management file plan and turnover procedures have been established for all paper and electronic records within the squadron. File plans should be completed within CROSS.

(e) The command should be fully migrated to electronic management of records, with few exclusions, which will be annotated within the squadron's file plan in CROSS.

(f) Implement and manage an Essential Records Program within the squadron IAW reference (a).

(4) CDRMs and Staff Section Records Managers

(a) Ensure all CDRMs and Staff Section Records Managers are accurate within CROSS. Update information as needed.

(b) Ensure a records management file plan and turnover procedures have been established for the management of all paper and electronic records, as well as records in any other form. File plans should be completed within CROSS.

(c) All units should be fully migrated to electronic management of records, with few exclusions, which will be annotated within the unit's file plan in CROSS.

(d) Preserve records that protect the legal and financial rights of the Federal Government and the Marine Corps.

(e) Ensure records relating to the following matters are not destroyed before National Archives and Records Administration (NARA)-approved disposition instruction is provided.

1. Final settlement of claims and demands by or against the Federal Government of the United States that have

been settled and adjusted in the Government Accountability Office.

2. Outstanding claims against the United States, the DoD, the DON, the Navy, 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 approval.

(f) Attend CDRM meetings and training sessions sponsored by the Headquarters Marine Corps Records, Reports, Directives, and Forms Management Section.

(g) Ensure commands/departments identify Essential Records, institute an Essential Records Program, and incorporate the Essential Records Program into the command's Continuity of Operations Plan.

c. Coordinating Instructions

(1) Records Maintenance (Non-Electronic Records).
Ensure all non-electronic records are maintained, per reference (a) and this Order.

(2) Records Maintenance (Electronic Records)

(a) Ensure electronic records are created, maintained, and stored properly to prevent degradation of the files and support access and retrieval of information according to a NARA approved disposition, and in accordance with references (a) and (e).

(b) If required per reference (a), retain e-mail records and route sheets as part of official files.

(c) The following electronic record systems are approved:

1. Shared Drive. Formatted records will be maintained on a shared drive in folders organized by Records Schedule. Individual records will be identified by date created or signed and by SSIC, either in the file name or on the document itself.

2. SharePoint. Records maintained on SharePoint will be managed per reference (a).

3. Marine Corps Total Information Lifecycle Management (MCTILM). Records maintained in MCTILM will be managed per reference (a), (e), and (k).

(3) Records Archive

(a) All permanent and temporary records stored in MCTILM will be automatically transferred or disposed of according to the file's record schedule.

(b) All temporary records not stored in MCTILM must be manually or digitally destroyed at the time and in the manner prescribed by the file's record schedule.

(c) All permanent records not stored in MCTILM must be transferred to the appropriate location according to the file's record schedule.

(4) Privacy Act (PA) Statement. Post a PA Statement on all non-electronic record file cabinet drawers if applicable per reference (f).

(5) Frozen Records. Frozen records are those placed on hold in response to actual or anticipated litigation, claims, or investigations. Temporary records may not be destroyed according to the disposition instructions if the records are frozen.

(6) Methods of Destruction and Proper Disposal

(a) All records containing Controlled PA-related and/or Personally Identifiable Information (PII) shall be destroyed when no longer required per the disposition instructions contained in reference (c). Refer to references (g) and (h) for additional guidance and responsibilities concerning PA and PII.

(b) Proper disposal of PII is any means of destruction that renders documents or records, physical or electronic, unrecognizable and beyond reconstruction.

(7) Release of Personal and Government Records. Refer to reference (g) concerning release of PA Records, and reference (h) for records releasable under the Freedom of Information Act.

5. Administration and Logistics

a. Military Training. 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. The following are valuable tools for use in Records Management training.

(1) Records Management, Everyone's Responsibility: Completed via Leader-Led training on an FY basis.

(2) Records Management, Advanced Topics: Completed via MarineNet using name: Records Management (Department of the Navy) Advanced Topics and/or code: M02RMT0700.

(3) More information about Marine Corps Records Management is available at the following web address: <https://eis.usmc.mil/sites/rmks/SitePages/homepage.aspx>.

(4) Personnel without access to MarineNet may use the training provided on the MCIEAST-MCB CAMLEJ Adjutant website: <https://www.mcieast.marines.mil/Staff-Offices/Adjutant/Records-Management-Program/>.

b. Civilian Training. All civilian personnel assigned to MCAS New River will complete Records Management, Everyone's Responsibility via the Total Workforce Management Services website: <https://twms.navy.mil/selfservice/login.asp>.

c. Records Management Forms

(1) Request for Records Disposition Authority, Standard Form (SF) 115 - Used to obtain authority for the disposition of records.

(2) Records Transmittal and Receipt, SF135 - Used to store records at the NARA FRC according to fee-for-service.

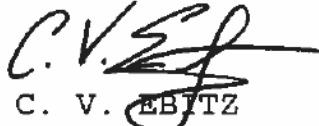
(3) Agreement to Transfer Records to the National Archives, SF258 - Used to transfer legal custody of permanent records to NARA.

(4) Notice of Eligibility for Disposal, NA13001 - Notice sent from NARA FRC to ARDB notifying the USMC that records are due for destruction.

6. Command and Signal

a. Command. This Order is applicable to all MCAS New River Department Heads and subordinate commands.

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


C. V. EBITZ

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