



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 5210.1C
ADJ

15 AUG 2025

AIR STATION ORDER 5210.1C

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 12 Feb 24
(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) DoDI 5015.02
(j) CROSS 2.0 End User Guide
(k) ASBul 5210

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 5210.1B.

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 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

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

15 AUG 2025

(a) Designate a Primary and Alternate 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 Headquarters and Headquarters Squadron (H&HS) 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.

15 AUG 2025

(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 (H&HS)

(a) Designate a Primary CDRM per reference (a) and this Order. Designating an Alternate CDRM is highly recommended. The CO, H&HS will appoint a Primary and Alternate CDRM per reference (j). Appointment letters and designation as the 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 approved system for this Command's electronic record system is SharePoint and will be managed per reference (a).

(3) Records Archive

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

(b) All temporary records must be manually or digitally destroyed at the time and in the manner prescribed by the file's record schedule.

(c) All permanent records 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 by 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 or Marine Corps Records Management Course: Every Marine's Responsibility (M01RMT0700 - enter this in the catalog search). This training course is available on MarineNet at:
<https://www.marinenet.usmc.mil>.

(2) 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: 00-DON-Records Management in the DON: Everyone's Responsibility. This training course is available on Waypoints at:
https://don.csod.com/LMS/catalog/Welcome.aspx?tab_page_id=-67&tab_id=-1

ASO 5210.1C
15 AUG 2025

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.



T. C. FARRINGTON II

DISTRIBUTION: A