



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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QUANTICO, VIRGINIA 22134-5001

MCINCR-MCBQO 5210.2B
B 013

JUN 06 2022

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 5210.2B

From: Commander, Marine Corps Installations National Capital Region-
Marine Corps Base Quantico

To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE QUANTICO RECORDS MANAGEMENT PROGRAM

Ref: (a) MCO 5210.11F
(b) MCO 5215.1K
(c) MCBUL 5210
(d) SECNAV M-5210.1
(e) SECNAV M-5210.2
(f) SECNAVINST 5211.5F

Encl: (1) MCINCR-MCBQ Hierarchal Structure
(2) MCINCR-MCBQ File Plan
(3) Essential Records Program
(4) Essential Records Inventory

1. Situation. Per the references, this Order provides guidance and inspection procedures for the Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) Command's Essential Records Program and procedures for Command Records Operational Support Site (CROSS).

2. Cancellation. MCINCR-MCBQ 5210.2A.

3. Mission. To establish a Records Management Program, ensuring uniform process for managing electronic and hard copy records.

4. Execution

a. Commander's Intent. To create and maintain a Records Management Program in compliance with Marine Corps Orders and Directives concerning records to include an essential records list and Continuity of Operations Plan (COOP).

b. Concept of Operations

(1) Records Management is the responsibility of everyone within the command and the appointed Command Designated Records Manager (CDRM) is charged with the program's management on the Commander's behalf.

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(2) Per the references, MCINCR-MCBQ will abide by the three phases for Electronic Records Management compliance:

(a) Phase I: CROSS Integration.

1. CROSS will be utilized to create MCINCR-MCBQ's Records Management hierarchal organization structure. The hierarchal structure will be per enclosure (1) formatting and uploaded to CROSS.

2. Unit CDRMs, Alternate CDRMs (ACDRM), and Staff Section Record Managers (SSRMs) will be identified and appointed to assist with the maintenance of the Record Management Program.

3. File plans will be created by each section's SSRM and compiled at the unit level by the CDRM. The file plans will be created per enclosure (2) and uploaded to CROSS.

4. Essential Records will be identified and annual training will be conducted on Records Management. The Essential Records Program is defined as per enclosure (3) and enclosure (4) is the Essential Records Inventory.

(b) Phase II: Marine Corps Tool for Information Lifecycle Management (MCTILM).

1. MCTILM will be used as the system for record storage and approved disposition as a records repository.

2. All MCINCR-MCBQ temporary and permanent records will be stored within MCTILM.

3. Per the references, all correspondence will be uploaded into MCTILM.

(c) Phase III: Electronic Record Management Preservation.

1. Once further guidance is established, all correspondence will be stored in accordance with the references.

2. The system identified will be utilized for long term temporary records and permanent records until transfer to the National Archives and Records Administration (NARA).

c. Tasks

(1) CDRM

(a) Assist the commander with oversight of the Command Records Management Program.

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

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

(d) Appoint and designate in writing an ACDRM and SSRM within every section.

(e) Equip and empower fellow SSRMs to establish proper records management practices.

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

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

(h) Conduct interval self-inspections to improve local records management programs and practices.

(i) Per enclosures (3 and 4), review the essential records identified by the SSRMs for accuracy and any updates. Ensure the sections identify essential records, institute an essential records program, and incorporate the essential records program into the Command's COOP, Safety, and/or Emergency Evaluation Plan.

(j) Ensure that all personnel within the sections identified in enclosure (1) are trained annually on records management.

(k) Review enclosure (1) annually to ensure it reflects the unit and that all SSRMs are accurate and updated.

(2) ACDRM. Assist CDRMs with oversight of the Command Records Management Program.

(3) SSRM

(a) Ensure each section has a SSRM representative; in the event one of the section's SSRMs are leaving, work to identify the SSRM replacement.

(b) Request an updated and signed appointment letter by the CDRM every year within CROSS.

(c) Review your file plan for accuracy and provide any updates for enclosure (2).

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(d) Review your Essential Records for accuracy and provide any updates for enclosure (4).

(e) Ensure the personnel assigned to your section are trained annually in Records Management and that all training rosters are retained and submitted to the CDRM.

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, as well as a unit file plan. All hard copy documents, unless otherwise prohibited, must be converted to electronic records.

(b) Electronic Records. Electronic Records will be maintained in MCTILM. All records, including essential records, will be maintained electronically.

(c) Essential Records. Per enclosure (3), any record deemed critical for the reorganization or reconstruction of the unit in times of emergency. Essential record types include, but are not limited to: Unit Historical Information, Legal, Financial, Inspections, and Directives.

(2) MCTILM

(a) Access. The CDRM will monitor MCTILM. The ACDRM will operate MCTILM, storing all records for their respective sections. Permissions will only be given out to the CDRM and the ACDRMs.

(b) Filing. ACDRMs will submit all records into MCTILM and store them with respective bucket schedule numbers.

(3) Training

(a) Training Plan. The CDRM is responsible for oversight of the Command's RM training program. This includes the monitoring of annual training required to be conducted by all personnel assigned to the sections in enclosure (1).

(b) Training Materials. The CDRM will pull training materials made available on CROSS to execute training for all personnel assigned within enclosure (1).

(c) Reporting Instructions. All training rosters will be retained by the CDRM and uploaded into CROSS. It is encouraged that the training event and rosters are uploaded into Marine Corps Training Information Management System.

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5. Administration and Logistics

a. Recommendations concerning the content of this Order may be forwarded to MCINCR-MCBQ CDRM.

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

6. Command and Signal

a. Command. This order is applicable to all personnel assigned to the sections identified in enclosure (1) and the Command Deck.

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


MICHAEL L. BROOKS

DISTRIBUTION: A

MCINCR-MCBQ Hierarchal Structure

Column1	Column2	Column3
MCINCR-MCBQ		
	MCINCR_MCAF	
	MCINCR_SEC_BN	
	MCINCR_SJA	
	MCINCR_COUNSEL	
	MCINCR_G-1	
		MCINCR G-1 ADJUTANT
	MCINCR_G-3	
	MCINCR_G-4	
	MCINCR_G-6	
	MCINCR_G-7	
	MCINCR_G-8	
	MCINCR_G-F	
	MCINCR_IG	
	MCINCR_CHAP	
	MCINCR_SAPR	
	MCINCR_SAFETY	
	MCINCR_RCO	
	MCINCR_MCCS	
	MCINCR_MCMO	

MCINCR-MCBQ File Plan

SERIES	TITLE	NAME	DESCRIPTION	RETENTION PERIOD	RETENTION PERIOD UNIT	STATUS	DISPOSAL ACTION	DISPOSAL AUTHORITY
1000	GENERAL	GENERAL						
1000.2	MILITARY PERSONNEL MATTERS	MILITARY PERSONNEL MATTERS	REPORTS OF GENERAL MATTERS	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1000.2	
1050	LEAVE AND LIBERTY	LEAVE AND LIBERTY						
1050.1	1050.1: LEAVE AND LIBERTY	LEAVE AND LIBERTY	REPORTS OF MARINES ON LEAVE OR LIBERTY	6 MONTHS	TEMP	DESTROY	SECNV M-5210.1, PART III, 1050.1	
1300	ASSIGNMENT & DISTRIBUTION (GENERAL)	ASSIGNMENT AND DISTRIBUTION						
1300.1	1300.1: ASSIGNMENT & DISTRIBUTION (GENERAL)	ASSIGNMENT AND DISTRIBUTION	LETTERS AND ENDORSEMENTS OF SPONSORS, WELCOME ABOARD LETTERS, AND RISK CATEGORY ASSIGNMENTS	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1300.1	
1320	ORDERS TO PERSONNEL	ORDERS TO PERSONNEL						
1320.1	1320: ORDERS TO PERSONNEL	ORDERS TO PERSONNEL	CHECK IN AND CHECK OUT SHEETS AND PCS/PCA/TAD/PTAD/FAP ORDERS FOR ENLISTED AND OFFICERS.	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1300.1	
1331	PERSONNEL REQUEST (OFFICERS)	PERSONNEL REQUEST (OFFICERS)						
1331.1	1331: PERSONNEL REQUEST (OFFICERS)	PERSONNEL REQUEST (OFFICERS)	REQUESTS FROM OFFICERS WITHIN IN THE COMMAND	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1331.1	
1336	PERSONNEL REQUEST	PERSONNEL REQUEST						
1336.1	1336: PERSONNEL REQUEST	PERSONNEL REQUEST	REQUESTS FROM ENLISTED FOR BAH, BAS, AND OTHER REQUESTS WITHIN THE COMMAND	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1336.1	
1400	PROMOTIONS & ADVANCEMENTS RECORDS	PROMOTIONS & ADVANCEMENT RECORDS						
1400.1	1400: PROMOTIONS & ADVANCEMENTS RECORDS	PROMOTIONS & ADVANCEMENT RECORDS	PACKAGES CONTAINING MESEFS AND FROCKING	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1400.1	
1500.2	1500: TRAINING & EDUCATION	TRAINING & EDUCATION						
1500.2	1500: TRAINING & EDUCATION	TRAINING & EDUCATION	ADJUSTMENTS TO CFT/PFT AND LETTERS FOR TUITION ASSISTANCE	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1500.2	
1650	MARINE CORPS AWARDS	MARINE CORPS AWARDS						
1650.2	1650: MARINE CORPS AWARDS	MARINE CORPS AWARDS	LETTERS/CERTIFICATES OF APPRECIATION, COMMENDATION/ACHIEVEMENT, MERITORIOUS MAST, AND GOOD CONDUCT MEDALS	3 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1650.2	
1800	RETIREMENT	RETIREMENT						
1810.1	1800: RETIREMENT	RETIREMENT	REQUEST FOR RETIREMENT	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1810.1	
1900	SEPARATIONS RECORDS	SEPARATIONS RECORDS						
1900.1	1900: SEPARATIONS RECORDS	SEPARATIONS RECORDS	REQUEST OF EARLY RETIREMENT AND CERTS OF APPRECIATION	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 1900.1	
2000	TELECOMMUNICATIONS SYSTEMS	TELECOMMUNICATIONS SYSTEMS						
2000.2	2000: TELECOMMUNICATIONS SYSTEMS	TELECOMMUNICATIONS SYSTEMS	MANAGEMENT AND OPERATION OF ALL TYPES OF COMMUNICATION SERVICES	2 YEAR	TEMP	DESTROY	SECNV M-5210.1, PART III, 2000.2	

MCINCR-MCBQ File Plan

3000	3000: OPERATIONS AND READINESS	OPERATIONS AND READINESS							
3000.6	3000: OPERATIONS AND READINESS	OPERATIONS AND READINESS	TRAINING AND READINESS, MARINE CORPS STRATEGIES AND PLANS	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 3000.6	
4000	4000: LOGISTICS	LOGISTICS							
4000.2	4000: LOGISTICS	LOGISTICS	FURNISHINGS OF SUPPLIES, EQUIPMENTS, AND SERVICES	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 4000.2	
5000	5000: GENERAL ADMINISTRATION AND MANAGEMENT	GENERAL ADMINISTRATION AND MANAGEMENT							
5000.2	5000: GENERAL ADMINISTRATION AND MANAGEMENT	GENERAL ADMINISTRATION AND MANAGEMENT	PERFORMANCE OF OFFICE AND OTHER ADMINISTRATIVE MANAGEMENT FUNCTIONS	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 5000.2	
6000	6000: MEDICAL AND DENTISTRY	MEDICAL AND DENTISTRY							
6000.1c	6000: MEDICAL AND DENTISTRY	MEDICAL AND DENTISTRY	PROGRAM PLANNING RECORDS	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 6000.1c	
7000	7000: FINANCIAL MANAGEMENT	FINANCIAL MANAGEMENT							
7000.4	7000: FINANCIAL MANAGEMENT	FINANCIAL MANAGEMENT	BUDGETING, DISBURSING, APPROPRIATION, FUND, AND AUDITING	3 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 7000.4	
8000	8000: GENERAL ORDNANCE AMMUNITION & EXPLOSIVES	GENERAL ORDNANCE AMMUNITION & EXPLOSIVES							
8000.2b	8000: GENERAL ORDNANCE AMMUNITION & EXPLOSIVES	GENERAL ORDNANCE AMMUNITION & EXPLOSIVES	PRODUCTION AND READINESS OF ALL TYPES OF ORDNANCE MATERIAL AND FUNCTIONS	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 8000.2b	
9000	9000: GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS)	GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS)							
9000.1g	9000: GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS)	GUIDANCE AND ADMINISTRATION (SHIP REQUIREMENTS)	CORRESPONDENCE REPORTS, AND WORK ORDERS RELATING TO DEFECTIVE ARMOR.	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 9000.1g	
10000	10000: GENERAL MATERIAL	GENERAL MATERIAL							
10000.1	10000: GENERAL MATERIAL	GENERAL MATERIAL	RELATES TO PERSONNEL MATERIALS, GENERAL TOOLS, AND MACHINERY	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 10000.1	
11000	11000: FACILITIES AND ACTIVITIES ASHORE	FACILITIES AND ACTIVITIES ASHORE							
11000.2b	11000: FACILITIES AND ACTIVITIES ASHORE	FACILITIES AND ACTIVITIES ASHORE	PLANNING AND DESIGNS OF STRUCTURES ASHORE	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 11000.2b	
12000	12000: CIVILIAN PERSONNEL	CIVILIAN PERSONNEL							
12000.2	12000: CIVILIAN PERSONNEL	CIVILIAN PERSONNEL	CIVILIAN PERSONNEL FUNCTIONS THROUGHOUT THE NAVY AND MARINE CORPS	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 12000.2	
13000	13000: AERONAUTICAL AND ASTRONAUTICAL MATERIAL	AERONAUTICAL AND ASTRONAUTICAL MATERIAL							
13000.4	13000: AERONAUTICAL AND ASTRONAUTICAL MATERIAL	AERONAUTICAL AND ASTRONAUTICAL MATERIAL	RESEARCH MATTERS AND TO FLIGHT AND SPACE OPERATIONS	2 YEAR	TEMP	DESTROY		SECNAV M-5210.1, PART III, 13000.4	

Essential Records Program



UNCLASSIFIED

ENCLOSURE (3)

Chapter 1 Purpose

1. Leaders at all levels are responsible for ensuring that the command is protecting essential records. Essential Records are identified as vital to the conduct of emergency functions and preserve the rights and interest of personnel. Essential records must be current complete, protected, accessible, and usable. The Command will identify and preserve essential records that support the Command's Continuity of Operations Plan (COOP).
2. Each section is to identify and report all non-classified essential records to the Command Designated Records Manager (CDRM) and Alternate CDRM (ACDRM). These reports will be used to build and update the Essential Records Inventory. All classified records deemed essential will be determined by the Security Manager.

Chapter 2 Program Objectives

1. Create and maintain current duplicative records at relocation sites adequate to support emergency actions and in national security emergencies.
2. Safeguard records essential to the reconstitution of the Unit and it's respective sections once the situation has stabilized.
3. Provide for the preservation of legal and financial rights records of the Unit and individuals directly affected by its activities.
4. Standardize essential records selection, labeling, and storage procedures.
5. Encourage the use of information technology solutions to ease the accounting, inventory review, and retrieval of essential records or copies of essential records.
6. Integrate the essential records program into the COOP to ensure an emergency action plan can be utilized in the event of a natural or national disaster.

Chapter 3 Definitions

1. Essential Records: Records required by an organization to meet operational responsibilities in the event of an emergency, natural disaster, or reconstitution of the organization; e.g., records that

protect the legal and financial rights of the government and its citizens. Although not complete, below are some examples of types of essential records:

a. Emergency Operating Records. Records needed to continue essential Marine Corps functions during an emergency or to reconstitute following an emergency, disaster, or attack; must be accessible.

- (1) Emergency plans and directives
- (2) Delegations of authority
- (3) Duty and staffing assignments
- (4) Selected program records
- (5) Policy or procedural records
- (6) Orders of succession

b. Legal and Financial Records

- (1) Payroll, Financial, Budget Records, and Accounts Receivable.
- (2) Personnel, Leave, Health, and Insurance records.
- (3) Contracts and Agreements, entitlements and leases.

2. Essential Records Program. The policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect the essential records needed to meet operational responsibilities or to protect the Government's rights or those of its citizens. This is a program element of the unit's emergency management function.

Chapter 4 Procedures

1. Review Normal Command/Section Functions. Identify the categories of records relating to each of these functions. Review the existing COOP plans and determine which functions are necessary during a national security emergency. After those functions are identified, earmark specific essential records for safeguarding.

2. Assigned Emergency Functions. Review emergency functions assigned to command and treat in same manner as outlined above.

3. Identify Record Schedules Specific to Essential Records. Annotate in the organizational file plan and ensure Command Records Operational Support Site (CROSS) reflects Essential Records.

4. Impact of Loss or Damaged Records. Determine organizational impact if records are lost or damaged. Consider intangible losses (i.e., time, money, operational, human factors, etc.).

5. Annual Inventory. Ensure that the records identified in steps 1 and 2 are inventoried on an annual basis. Emphasis and focus should be made on the relevancy of the essential record and any changes or updates to the records, including, but not limited to, location, format, adequate protection provided, accessible to current personnel.

6. Testing. Conduct testing under simulated emergency or disaster conditions. Capture after action reports to obtain valuable information for improving the program.

