



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5210.211
B 013
FEB 05 2001

MARINE CORPS BASE ORDER 5210.2A

From: Commanding General
To: Distribution List

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) MCO 5210.11D
(b) MCO 5215.1H (NOTAL)
(c) SECNAVINST 5216.5D (NOTAL)
(d) SECNAVINST 5212.5D (NOTAL)
(e) MCO 5213.7C
(f) MCO 5213.8
(g) MCO 5214.2D
(h) MCBO 5213.1
(i) MCBO 5214.1
(j) MCO P5600.31G
(k) MCO P10150.1

1. Purpose. To fulfill the objectives of the Records Management Program and improve paperwork efficiency.
2. Cancellation. MCBO 5210.2.
3. Summary of Revision. This revision updated the references and revised paragraph 5.
4. Background. Per reference (a), the objectives and administrative responsibilities for the Records Management Program are established. Per references (b) through (k), Records Management in the fields of forms and reports are addressed. Records Management encompasses several management functions which are divided among four divisions.
5. Action
 - a. Activity Heads. Those who keep records will ensure that inspections are scheduled and coordinated under the Commanding General's Validation Program.
 - b. AC/S, G-1. Assign the Command Adjutant to:
 - (1) Provide full support to the Records Management Program by exercising effective internal controls over the creation, organization, maintenance, use, and disposition of records.

(2) Encourage continuous improvement in all local records management techniques.

(3) Reduce records holding to those essential for administrative responsiveness and ensure realistic and economical application of resources. Ensure compliance with the prerequisite actions as specified in enclosure (3) of reference (a).

(4) Maintain directives, correspondence, and documentation per references (b) through (d).

c. Base Adjutant

(1) Assign the Head, Central Files Section and Management Assistant administration of the Records Management Program.

(a) Provide the Command Inspector a person to conduct the inspection of the Records Management Program.

(b) Person assigned will work with the Inspection Coordinator for the Base Adjutant.

(2) Develop and recommend, as necessary, improved procedures and systems for records management.

(3) Establish responsibilities for the management of reports and forms, per references (e) through (j).

(4) Ensure permanent records of value are preserved in the office of the administrator until removed to the National Record Center, Washington, DC.

d. AC/S, G-4

(1) Assign the Head, Materiel Branch administration of the Records Management Program dealing with equipment for records management per enclosure (3), paragraph 6f of reference (a). This includes office furniture and furnishings, plus certain filing equipment (i.e., filing cabinets).

(2) Acquire and maintain recordkeeping equipment as described in paragraph 5d(1) above.

(3) Recover, redistribute, or dispose of excess filing equipment, as appropriate, and maintain records on the acquisition, transfer, and disposition of the equipment per reference (k).

e. AC/S, G-6

(1) Assign the Office Equipment Services Branch the responsibility of the Records Management Program dealing with equipment for records management. For the purpose of this Order, equipment is defined as any Automatic Data Processing and office equipment; mechanical; electrical; electronic; copying; and filing systems device which services in a creative, transmitting, processing, storing, copying, or labor-saving capacity at any stage in a records process or system. Excluded from this definition are office furniture and furnishings, plus certain filing equipment (i.e., filing cabinets); however, it includes automatic filing systems.

(2) Ensure realistic and economical application of equipment applicable to recordkeeping functions as described in paragraph 5b(3) above.

(3) Follow action procedures for records pertaining to office equipment management as prescribed in enclosure (3), paragraph 8 of reference (a).

(4) Use reference (j) for:

(a) Program guidance and details for the submission of requests for authorization to acquire copy-making equipment.

(b) Acquire, maintain, and dispose of office machine equipment.


E. CAVAZOS JR.
Chief of Staff

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