



# UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES COMMAND  
1776 FORRESTAL DRIVE  
NORFOLK, VIRGINIA 23551-2400

IN REPLY REFER TO

5210

FADJ

3 AUG 2017

## U.S. MARINE CORPS FORCES COMMAND POLICY LETTER 1-17

From: Commander  
To: Distribution List

Subj: RECORDS AND COMMAND FILE MANAGEMENT STANDARD OPERATING PROCEDURES

Ref: (a) SECNAV 5210.1  
(b) SECNAVINST 5210.8D  
(c) SECNAV 5201.2  
(d) NAVMC Directive 5210.11E  
(e) MCO 5210.11F

Encl: (1) Sample HQMC File Outline  
(2) Sample Command File Outline  
(3) Sample Command Designated Records Manager (CDRM) Appointment Letter Template  
(4) Sample Division and MSC/MSE's CDRM Appointment Letter

1. Situation. Per the references, this policy letter establishes Standard Operating Procedures (SOP) for permanent and temporary command files and correspondence records for archiving by hard copy or electronic files.

2. Mission. To appoint within United States Marine Corps Forces Command (MARFORCOM) a primary CDRM and an alternate CDRM to ensure that permanent and temporary command files and correspondence records are disseminated and maintained by II Marine Expeditionary Force (II MEF), Marine Corps Security Force Regiment (MCSFR), Marine Corps Security Cooperation Group, Chemical Biological Incident Response Force (CBIRF), Headquarters and Service Battalion (HQSVCBN), and MARFORCOM Assistant Chief of Staffs (AC/S) and their deputies per the references.

### 3. Execution

#### a. Commander's Intent

(1) Commanders and AC/S and their deputies with "By direction" authority are directed to implement their own Command or Division command files and correspondence records management system.

(2) Enclosures (1) and (2) can be used as a basis for Command or Division unclassified command records and correspondence file management.

3 AUG 2017

b. Concept of Operations

(1) The MARFORCOM Adjutant will serve as CDRM and ensure that each MARFORCOM AC/S and Major Subordinate Command (MSC) appoint in writing their own CDRM.

(2) The II MEF Adjutant will serve as CDRM for the MSEs and ensure MSEs appoint in writing their own CDRM.

c. MARFORCOM AC/S, MSCs, and MSEs

(1) MARFORCOM AC/S, II MEF, MCSFR, MCSCG, CBIRF, and HQSVCBN are directed to assign a Records Manager as required by reference (e).

(2) MARFORCOM AC/S and their deputies are to provide a signed copy of these appointment letters to the MARFORCOM Adjutant.

(3) II MEF MSEs are to provide a signed copy of these appointment letters to the II MEF Adjutant.

(4) Appointed CDRMs and Division Records Managers are to register at: <https://eis.usmc.mil/sites/rmks/RecordSchedules>

(5) Appointed CDRMs and Division Record Managers are to complete annual training per chapter 8 of reference (e).

(6) Adhere to the requirement of archiving vital records per chapter 7 of reference (e).

4. Administration and Logistics

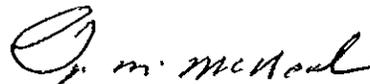
a. The MARFORCOM Adjutant will maintain a copy of II MEF, MCSFR, MCSCG, CBIRF, and AC/S Record Managers' appointment letters.

b. The II MEF Adjutant will maintain a copy of MSEs Record Managers' appointment letters.

5. Command and Signal

a. Command. This Command Policy Letter is applicable to MARFORCOM and MSCs.

b. Signal. This Policy Letter is effective the date signed.



J. M. MCNEAL  
Executive Director

Distribution: A, D and DI

| SSIC/No. | Series Title       | Name                                       | Description  | Disposal Action   |
|----------|--------------------|--|--|---|
| 1000-1   | Military Personnel | Policy, Strategy, and Planning             | Information relating to the development, implementation, interpretation and overall administration of Navy and Marine Corps-wide policies, procedures, strategy and planning for programs pertaining to military personnel matters. This disposition is limited to information accumulated in offices responsible for the establishment and/or administration of Navy and Marine Corps personnel policies and programs such as the Office of the Secretary, Chief of Naval Operations, Commandant of the Marine Corps, Bureau of Naval Personnel, Navy Recruiting Command, Naval Education and Training Command, Naval War College, Naval Academy, Chief of Chaplains, and the Navy Reserve Force. | Permanent: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff. |
| 1000-5   | Military Personnel | Awards Program                             | Information relating to recommendation, review, and approval or disapproval of military awards. This includes but is not limited to awards program case files, awards program master record, and related information.  | Permanent: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff. |
| 1000-6   | Military Personnel | Casualty Records                           | Information on individual casualties and mass casualty incidents, as well as related casualty documents submitted to or generated by the Department of the Navy. This includes but is not limited to: reports of death; casualty reports, and DD Form 1300 (Report of Casualty).   | Permanent: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff. |
| 1000-22  | Military Personnel | Education and Training Course Planning     | Information relating to the planning and development of courses and training publications. This includes but is not limited to syllabi; lesson plans; instructional material; and correspondence relating to the planning of courses, course material, or training publications.   | Temporary: Cutoff at end of calendar year. Destroy 7 years after cutoff.                            |
| 1000-26  | Military Personnel | Promotion, Advancement and Career Planning | Information relating to promotion, advancement, and career planning. This includes but is not limited to examination statistics, promotion board case files, and promotion history record.   | PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff. |
| 1000-31  | Military Personnel | General Correspondence (Personnel)         | Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps military personnel programs.   | Temporary: Cutoff at end of calendar year. Destroy 3 years after cutoff.                            |

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|---------|---|--|--|--|
| 1000-32 | Military Personnel                            | General Operations of Military Personnel Programs                                  | Information relating to general personnel transactions and the day-to-day administration and operation of personnel programs. This includes but is not limited to inspections and surveys, attendance, leave and liberty, subsistence and quarters reports, clothing issue, receipts for services, physical fitness and swimming, promotion and advancement requests, exams, appeals, recommendations for awards and supporting documentation, separation, and recruiting. | Temporary: Cutoff at end of calendar year. Destroy 3 years after cutoff.   |
| 1000-38 | Military Personnel                            | Personnel Discipline   | Information relating to discipline of military personnel. This includes but is not limited to reports of desertion, punishment book, infractions reports, and brig and confinement records.  | Temporary: Cutoff at completion of punishment. Destroy 2 years after cutoff.   |
| 2000-22 | Telecommunications and Information Technology | Information Technology Development Project Records, Infrastructure Project Records | Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes requirements for and implementation of functions.   | Temporary: Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.   |
| 2000-27 | Telecommunications and Information Technology | Information Technology Oversight and Compliance Records                            | Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with agency-wide or bureau-wide responsibility for managing IT operations.   | Temporary: Destroy 5 years after the project / activity / transaction is completed or superseded, but longer retention is authorized if required for business use. |
| 3000-17 | Operations and Readiness                      | Mobilization   | Historical documentation/files regarding past National, Navy and USMC Mobilization Evolutions.   | Permanent: Transfer to the National Archives 50 years after cutoff.  |
| 3000-34 | Operations and Readiness                      | Program Oversight (Operations and Readiness)                                       | Information relating to the oversight of the execution of plans, policies, programs, and procedures relating to the commands assigned mission. Includes, but not limited to, marine aviation, ships visits, peacetime exercises, and general operations.   | Temporary: Cutoff at end of calendar year. Destroy 10 years after cutoff.  |
| 3000-35 | Operations and Readiness                      | Intelligence Programs Operations   | Information relating to the operations of DON, US Navy and Marine Corps intelligence and counter-intelligence programs. Includes files, reports, and other records of intelligence offices that relate to intelligence collection, evaluation, and dissemination within the DON and to plans, programs, and transactions pertaining to the overall administration of the office.   | Temporary: Cutoff at end of calendar year. Destroy 10 years after cutoff.  |

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| 3000-46 | Operations and Readiness              | Intelligence Reports   | Information contributing to and compiling intelligence reports. Includes, but not limited to, intelligence center logs, project assignment reports, intelligence estimates, special intelligence and intelligence contract monitoring.  | Temporary: Cutoff at end of calendar year. Destroy 7 years after cutoff.                            |
| 4000-21 | Logistics                             | Research and Development Budget - U.S. Marine Corps Life Cycle Cost Model (LCCM) | Information accumulated in generating all costs/partial costs related to the research and development (R&D) and operation and support (O&S) phases of a primary end item. Costs developed are displayed in Program Objectives Memorandum (POM)/Budget format for the expected life. These records are associated with the USMC Life Cycle Cost Model (LCCM).  | Temporary: Cutoff when item removed from the inventory. Destroy 10 years after cutoff.              |
| 4000-31 | Logistics                             | General Operations of Logistics Programs   | Information relating to the day-to-day administration and operation of logistics programs. This includes but is not limited to activity reports; documentation of gifts to the Department; property disposal; laundry, commissary, and ships stores receipts and sales reports; schedules; bulletins; equipment rental/issue; work history logs; preliminary drafts or designs of specifications and standards; item identification lists; stock and inventory control logs; copies of reports submitted to a higher authority; technical data and informational papers; stock and inventory reports; stock on hand reports; storage and warehouse facility permits, leases, and cross-servicing agreements; material requisitions, service requests, and invoices; shipment schedules; route orders; transportation and travel data, studies and proposals; civilian travel and accommodation arrangements; passport authorizations; cargo tonnage and handling reports; construction, maintenance, and repair schedules; quality assurance reports; and working papers. | Temporary: Cutoff at end of calendar year. Destroy 3 years after cutoff.                            |
| 4000-36 | Logistics                             | Inventory Control  | Information used to track the status of an inventory and shipments. Includes slips, receipts, transaction cards, tallies, registers, and similar records.   | Temporary: Destroy when 6 months old.   |
| 4000-47 | Logistics                             | Storage Planning and Control   | Information relating to storage of supplies and equipment including those relating to storage operations, storage standards and procedures.   | Temporary: Destroy when superseded or obsolete.   |
| 5000-1  | General Administration and Management | Policy, Planning, and Strategy   | Information relating to the establishment, development and accomplishment of plans, programs and policies related to Management and Administration of the U.S. Navy and U.S. Marine Corps.  | Permanent: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff. |

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| 5000-20 | General Administration and Management | Military Justice and Courts Martial        | Master files and systems documentation for electronic military justice case tracking and reporting systems including Department of the Navy Criminal Justice Information System (DONCIS) and Appellate Case Tracking System.   | Permanent: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff. |
| 5000-41 | General Administration and Management | Urinalysis Records                         | Documentation of detection of drug abuse by military personnel, including Marine Corps Tables of Organization. Some exceptions to disposal standards are necessary, regardless of authorization herein, records directly relating to matters listed below will not be destroyed until clearance or settlement of the case.<br>- Incomplete investigation<br>- Incomplete NJP<br>- Court Martial and other disciplinary action<br>- Incomplete medical boards or administrative actions | Temporary: Cutoff at end of calendar year. Destroy 75 years after cutoff.                           |
| 5000-49 | General Administration and Management | Security Clearance Adjudication            | Case files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access determinations.   | Temporary: Cutoff at case closure. Destroy 30 years after cutoff.                                   |
| 5000-59 | General Administration and Management | Military Justice Case Management - USMC    | Computerized tracking system used Marine Corps wide to provide law centers, judge advocates, and staff judge advocates the ability to track the progression of their cases throughout the pre-trial, trial, and post-trial phases. The system provides oversight to ensure that all cases are tried in an expeditious manner, and that the post-trial process is handled in accordance with the timelines established by the appellate courts.   | Temporary: Cutoff at case closure. Destroy 10 years after cutoff.                                   |
| 5000-60 | General Administration and Management | Military Justice Case Management - Reports | Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or material.  | Temporary: Cutoff at case closure. Destroy 10 years after cutoff.                                   |

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| 5000-62  | General Administration and Management | Drug Abuse and Rehabilitation             | Information Relating To Rehabilitation of Participants in the Alcohol and Drug Prevention and Control Program. Includes, but not limited to urinalysis results, treatment plans, patient observations, treatment progress reports, and discharge reports.                            | Temporary: Cutoff at end of calendar year. Destroy 10 years after cutoff.  |
| 5000-71  | General Administration and Management | Classified Material Control               | Information relating to the receipt, transfer, issuance, or destruction of classified documents.   | Temporary: Cutoff at end of calendar year. Destroy 7 years after cutoff.   |
| 5000-79  | General Administration and Management | Safety and Occupational Health (non-perm) | Information relating to personnel safety and occupational health. Includes, but not limited to, reports of injury or occupational disease, supervisor's report of injuries, and statistical analyses and summaries of accidents.   | Temporary: Cutoff at end of calendar year. Destroy 7 years after cutoff.   |
| 5000-85  | General Administration and Management | Subordinate Command Plans and Policies    | Implementing directives and instructions issued or maintained by subordinate commands.   | Temporary: Destroy when superseded or canceled.  |
| 5000-89  | General Administration and Management | Physical/Information Security Controls    | Information relating to physical security controls. Includes, but not limited to, restricted area designation; baggage tags; courier authorization cards; and record access files.   | Temporary: Destroy when superseded or obsolete.  |
| 5000-90  | General Administration and Management | Personnel Clearances                      | Case files relating to the investigation and adjudication of personnel security clearances.  | Temporary: Destroy upon transfer or separation of employee.  |
| 5000-96  | General Administration and Management | Credentials Files                         | Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.   | Temporary: Destroy credentials 3 months after return to issuing office.  |
| 5000-107 | General Administration and Management | Records Management Program Records        | Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. | Temporary: Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use. |

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| 5000-108 | General Administration and Management | Vital or Essential Records Program Records      | <p>Records involved in planning, operating, and managing the agency's vital or essential records program. Includes:</p> <ul style="list-style-type: none"> <li>• vital records inventories</li> <li>• vital records cycling plans</li> <li>• results of tests, surveys, or evaluations</li> <li>• reports of corrective action taken in response to agency vital records test</li> </ul> | Temporary: Destroy 3 years after project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use. |
| 6000-14  | Medicine and Dentistry                | Medical Personnel Training                      | <p>Medical Department Personnel Professional Development Training Records Files, Jackets, files, and other supportive records and files for active duty members of the Medical, Dental, Nurse, and Medical Service, and Hospital Corps documenting education, training, credentials, and other accomplishments. [F1]</p>   | Temporary: Cutoff at separation of service members. Destroy 10 years after cutoff.  |
| 6000-28  | Medicine and Dentistry                | General Correspondence (Medicine and Dentistry) | <p>Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps medical programs.</p>   | Temporary: Cutoff at end of calendar year. Destroy 3 years after cutoff.  |
| 7000-16  | Financial Management                  | Program Management                              | <p>Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission maintained by activities, departments, divisions, and other organizational units.</p>  | Temporary: Cutoff at end of calendar year. Destroy 5 years after cutoff.  |
| 7000-28  | Financial Management                  | General Correspondence (Financial Management)   | <p>Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps financial management.</p>   | Temporary: Cutoff at end of calendar year. Destroy 3 years after cutoff.  |

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| 7000-29  | Financial Management             | General Operations (Financial Management) | Information relating to the daily operations of Navy and Marine Corps financial management. Includes, but not limited to, appropriations preparations and reviews; fiscal reports preparation; disbursing operations; leave and earning records; safekeeping deposits; held checks; advisory notes; abstract and allotment listings; activity and command-type appropriation control ledgers; funds authorizations; monthly statements; account ledgers; inspection reports; vouchers; summaries of invoices; cash transaction reports; subsidiary bookkeeping; cost accounting; invoices and requisitions; returns and reports; cash allocation; and contractor's payroll.   | Temporary: Cutoff at end of fiscal year. Destroy 3 years after cutoff.                              |
| 11000-19 | Facilities and Activities Ashore | Transportation and Heavy Equipment        | Information relating to routine, day-to-day operations involved with the use, procurement, and maintenance of transportation facilities, vehicles, and heavy equipment. Includes, but not limited to, status reports, equipment inventories, cost and utilization reports, operator permits, dispatch reports, operational logs, and gasoline usage.  | Temporary: Cutoff at end of calendar year. Destroy 3 years after cutoff.                            |
| 11000-30 | Facilities and Activities Ashore | Motor Vehicle Operating and Maintenance   | Operating records including those relating to gas and oil consumption, dispatching, and scheduling. Also includes maintenance records, including those relating to service and repair.  | Temporary: Destroy when 1 year old.   |
| 12000-1  | Civilian Personnel               | Policy Strategy, and Planning             | Information relating to the development, implementation, and overall administration of Navy and Marine Corps-wide policies, procedures, and programs pertaining to civilian personnel administration. These records are accumulated only in offices responsible for the establishment and/or administration of Navy-wide policies and programs, such as the Secretary of the Navy (SECNAV), the Assistant Secretary of the Navy (Manpower and Reserves Affairs) (ASSTSECNAV/MRA), the Commandant of the Marine Corps (CMC), and the Human Resources Operations Center (HROC). Records relate to the establishment, approval, and implementation of Navy-wide policies and procedures pertaining to position classification, wage administration, employee relations, awards and other incentives, performance appraisal systems, equal employment opportunity (EEO) programs, and personnel record keeping. | Permanent: Cutoff at end of calendar year. Transfer to the National Archives 20 years after cutoff. |

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| 12000-2  | Civilian Personnel                      | Civilian Awards- Master Records        | Departmental Level Awards Files. Records relating to awards made at the departmental level or higher (Presidential, Secretarial, etc.).  | Permanent: Cutoff at end of calendar year. Transfer to the National Archives when 30 years old.     |
| 12000-5  | Civilian Personnel                      | Power of Appointment and Removal       | Records delegating authority to officials to direct and effect appointments and suspensions of civilian personnel.   | Temporary: Cutoff when superseded. Destroy 30 years after cutoff.                                   |
| 13000-1  | Aeronautical and Astronautical Material | Policy, Strategy, and Planning         | Information relating to the development, implementation, interpretation and overall administration of DON policies, procedures and programs pertaining to Navy and Marine Corps aeronautical matters. These records are accumulated only in offices responsible for the establishment and/or administration of Department-wide aeronautical policies and programs, such as: The Office of the Secretary, The Chief of Naval Operations, the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM), and the Marine Corps Deputy Commandant for Aviation (DCA). | Permanent: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff. |
| 13000-10 | Aeronautical and Astronautical Material | General Correspondence (Air and Space) | Information accumulated in connection with the routine, day-to-day, administration of Navy and Marine Corps aeronautical and astronautical programs.   | Temporary: Cutoff at end of calendar year. Destroy 3 years after cutoff.                            |

FILE OUTLINE

Calendar Year 2020

| <u>FILE NUMBER</u> | <u>SUBJECT</u>                              | <u>RETENTION STANDARDS</u>   |
|--------------------|---|--|
| 1000               | MILITARY PERSONNEL RECORDS                  | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1000.2 - 2YRS     |
| 1040               | RETENTION/CAREER PLANNING RECORDS           | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1040 - 2YRS       |
| 1050               | LEAVE AND LIBERTY RECORDS                   | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1050 - 2YRS       |
| 1300               | GENERAL ASSIGNMENT AND DISTRIBUTION         | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1300.1 - 2YRS     |
| 1330               | PERSONNEL REQUEST RECORDS                   | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1330.1 - 2YRS     |
| 1400               | GENERAL PROMOTION AND ADVANCEMENT RECORDS   | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1400 - 2YRS       |
| 1500               | GENERAL TRAINING AND EDUCATION RECORDS      | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1500 - 2YRS       |
| 1610               | PERFORMANCE AND CONDUCT RECORDS             | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1610.1 - 2YRS     |
| 1650               | DECORATIONS, MEDALS, AND AWARDS RECORDS     | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1650.3(2)(b)-2YRS |
| 1650/1             | AWARDS CORRESPONDENCE AND RELATED RECORDS   | TEMP - DESTROY - JAN 2023<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1650.2 - 3YRS     |
| 1700               | GENERAL MORALE AND PERSONAL AFFAIRS RECORDS | TEMP - DESTROY - JAN 2023<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1700.1 - 3YRS     |
| 1800               | GENERAL RETIREMENT RECORDS                  | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1810.1 - 2YRS     |

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|------|--|--|
| 1900 | GENERAL SEPARATIONS<br>RECORDS               | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP 1, PARA. 1900.1 - 2YRS    |
| 1920 | OFFICERS SEPARATIONS                         | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 1, PARA. 1900.2 - 2YRS   |
| 2000 | GENERAL<br>TELECOMMUNICATION<br>RECORDS      | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 2, PARA. 2000.2 - 2YRS   |
| 3000 | OPERATIONS AND READINESS<br>RECORDS          | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 3, PARA. 3000.7 - 2YRS   |
| 4000 | GENERAL LOGISTICS<br>RECORDS                 | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 4, PARA 4000.2 - 2YRS    |
| 4600 | GENERAL TRAVEL AND<br>TRANSPORTATION RECORDS | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 4, PARA. 4600.4 - 2YRS   |
| 5000 | GENERAL ADMINISTRATION<br>AND MANAGEMENT     | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 5, PARA. 5000.2 - 2YRS   |
| 5110 | MAIL AND POSTAL<br>AFFAIRS RECORDS           | TEMP - DESTROY JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 5, PARA. 5110.1b - 2YRS    |
| 5530 | PHYSICAL SECURITY<br>RECORDS                 | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP 5, PARA. 5530 - 2YRS      |
| 5750 | HISTORICAL MATTERS<br>RECORDS                | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 5, PARA. 5750 - 2YRS     |
| 6000 | MEDICINE AND DENTISTRY                       | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 6, PARA. 6000.1B(2)-2YRS |

Enclosure (2)

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|-------|---|--|
| 7220  | MILITARY PAY RECORDS                          | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 7, PARA 7220 - 2YRS      |
| 8000  | GENERAL ORDNANCE<br>MATERIAL RECORDS          | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 8, PARA 8000 - 2 YRS     |
| 11000 | GENERAL FACILITIES<br>AND ACTIVITIES ASHORE   | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 11, PARA 11000 - 2YRS    |
| 12450 | EMPLOYEE RECOGNITION<br>AND INCENTIVE RECORDS | TEMP - DESTROY - JAN 2022<br>SECNAV M-5210.1, PART III<br>CHAP. 12, PARA 12450.1a - 2YRS |



## UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES COMMAND  
1776 FORRESTAL DRIVE  
NORFOLK, VIRGINIA 23551-2400

IN REPLY REFER TO

5000

FADJ

Date

From: Commanding Officer, Unit  
To: Rank First M.I. Last EDIPI/MOS USMC  
Subj: APPOINTMENT AS COMMAND DESIGNATED RECORDS MANAGER (CDRM)  
Ref: (a) MCO 5210.11F  
(b) SECNAV M-5210.1  
(c) MARFORCOM Policy Letter 1-17

1. Per the references, the individual(s) listed below are appointed as the Command Designated Records Manager (CDRM). You are directed to become familiar with the references and all other pertinent/applicable directives.

2. Duties include but are not limited to:

a. Oversee and implement respective records management programs throughout the command, (i.e., ensure records are properly managed in all staff sections).

b. Provide guidance in implementing a vital records program.

c. Implement policy to ensure protection of organizational records in compliance with legal and statutory requirements.

d. Ensure all personnel (military, civilian [union and non-union], and contractor support) annually receive records management training (i.e., Record's Management Every Marine's Responsibility, available on MarineNet and TWMS).

e. Promote timely transfer of records as outlined in chapter 3 of reference (a).

f. Ensure organization records management practices comply with the Inspector General of the Marine Corps (IGMC) Functional Area Checklist 5210.

g. Ensure the maximum use of electronic filing methods vice paper filing, when possible, (i.e., implementation of MCTILM).

i. Maintain a command turnover for this program.

Enclosure (3)

Subj: APPOINTMENT AS COMMAND DESIGNATED RECORDS MANAGER (CDRM)

3. Points of Contact:

a. Primary.

(1) Name:

(2) Grade:

(3) Phone:

(4) Email:

b. Alternate.

(1) Name:

(2) Grade:

(3) Phone:

(4) Email:

4. This letter supersedes all previous correspondence. This appointment will remain in effect until appointee has been relieved of this duty or a change of command has occurred, whichever is soonest.

5. The point of contact regarding this matter is (rank name, phone number, and email address).

SIGNER  
Authority

Copy to:  
File  
Service Member

Enclosure (3)

Subj: APPOINTMENT AS COMMAND DESIGNATED RECORDS MANAGER (CDRM)

FIRST ENDORSEMENT

From: Rank First M.I. Last EDIPI/MOS USMC

To: Commanding Officer, Unit

1. I have read and familiarized myself with the references.
2. I have assumed the duties of the Command Designated Records Manager (CDRM).

SIGNER  
Billet Title

Enclosure (3)



## UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES COMMAND  
1775 FORRESTAL DRIVE  
NORFOLK, VIRGINIA 23551-2400

IN REPLY REFER TO

5000

FADJ

Date

From: Commanding Officer, Unit  
To: Rank First M.I. Last EDIPI/MOS USMC  
Subj: APPOINTMENT AS MSE/DIVISION DESIGNATED RECORDS MANAGER  
Ref: (a) MCO 5210.11F  
(b) SECNAV M-5210.1  
(c) MARFORCOM Policy Letter 1-17

1. Per the references, the individual(s) listed below are appointed as the CDRM or Division Designated Records Manager (DDRM). You are directed to become familiar with the references and all other pertinent/applicable directives.

2. Duties include but are not limited to:

a. Oversee and implement respective records management programs throughout the command, (i.e., ensure records are properly managed in all staff sections).

b. Provide guidance in implementing a vital records program for the division.

c. Implement policy to ensure protection of organizational records in compliance with legal and statutory requirements.

d. Ensure all personnel (military, civilian [union and non-union], and contractor support) annually receive records management training (i.e., Record's Management Every Marine's Responsibility, available on MarineNet and TWMS).

e. Promote timely transfer of records as outlined in chapter 3 of reference (a).

f. Ensure organization records management practices comply with the Inspector General of the Marine Corps (IGMC) Functional Area Checklist 5210.

g. Ensure the maximum use of electronic filing methods vice paper filing, when possible, (i.e., implementation of MCTILM).

i. Maintain a command turnover for this program.

Enclosure (4)

Subj: APPOINTMENT AS MSE/DIVISION DESIGNATED RECORD MANAGER

3. Points of Contact:

a. Primary DDRM.

(1) Name:

(2) Grade:

(3) Phone:

(4) Email:

b. Alternate DDRM.

(1) Name:

(2) Grade:

(3) Phone:

(4) Email:

4. This letter supersedes all previous correspondence. This appointment will remain in effect until appointee has been relieved of this duty or a change of command has occurred, whichever is soonest.

5. The point of contact regarding this matter is (rank name, phone number, and email address).

SIGNER  
Authority

Copy to:  
File  
Service Member

Enclosure (4)

Subj: APPOINTMENT AS MSE/DIVISION DESIGNATED RECORD MANAGER

FIRST ENDORSEMENT

From: Rank First M.I. Last EDIPI/MOS USMC

To: Commanding Officer, Unit

1. I have read and familiarized myself with the references.
2. I have assumed the duties of the DDRM.

SIGNER  
Billet Title

Enclosure (4)