



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5210.2B
3BD
09 JUN 1997

STATION ORDER 5210.2B

From: Commanding Officer
To: Distribution List

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) MCO 5210.11D
(b) SECNAVINST 5216.5D
(c) SECNAVINST 5210.11D
(d) SECNAVINST 5212.5C
(e) MCO 5210.13C
(f) MCO 5213.7C
(g) StaO P5216.2A
(h) MCO P5600.31G
(i) MCO 5214.2D

1. Purpose. To state the objectives and to establish responsibility for the administration of the Records Management Program.
2. Cancellation. StaO 5210.2A.
3. Definition. Records management is defined as an active, continuing program of managing and controlling the creation, maintenance, use and disposition of the records used within an organization to document and transmit its business. The program elements of the Records Management Program consist of reports, forms, directives, correspondence, printing, office equipment, reprographics, copy, word processing, microform, and documentation management (records maintenance and disposition).
4. Authority. Reference (a) requires the establishment and maintenance of an active, continuing program for the economical and efficient management of records in the Marine Corps.
5. Objective. The objective of the Records Management Program is to achieve maximum results in paperwork operations and administrative responsiveness by applying improved record management techniques with a minimum expenditure of manpower, material and money.
6. Program Responsibility
 - a. It is the responsibility of every activity supervisor and each individual associated with the elements of this Order to actively pursue the objective of the Records Management Program as outlined herein.

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b. The Community Planning and Liaison Office is designated as the coordinator for the Records Management Program and will be responsible for establishing effective controls over the creation, organization, maintenance, use, and the monitoring of local records disposal.

c. The Records Management Program encompasses the following functional areas, establishes desired goals for each, and designates the primary manager for these areas.

(1) Correspondence Management. The streamlining and improvement of correspondence through the standardization of correspondence practices per reference (b) and through the development of supplements thereto and other written guides; and the use of form and guide letters, correspondence systems and other shortcuts. The Station Adjutant will monitor, advise and instruct in this area to achieve the desired correspondence excellence.

(2) Directives Management. The standardization and simplification of methods for issuing and maintaining directives and other similar issuances in order to eliminate those which duplicate, overlap or conflict; identify gaps in written policy and procedures; improve the coverage of directives; preclude duplicate writing, printing, distribution; and improve reference aids. The Station Adjutant has command cognizance of the directives and publication area.

(3) Documentation Management

(a) Records Systems. The development and installation of improved procedures, systems and equipment for receiving, organizing, processing, storing, indexing and retrieving documents in manual or mechanical, electronic, photographic, video or similar techniques for miniaturization; the establishment of controls for classifying, filing, and segregating records, and for proper and efficient mailing techniques. Reference (c) applies. The Station Adjutant has cognizance for this area.

(b) Records Disposition. The systematic preservation and security of valuable records and their orderly disposal (either by destruction or by transfer to a Federal Records Center of those records which have outlived their usefulness in current operations) Disposition will be per reference (d). The Station Adjutant is responsible for this program. (A random inspection of activity files will be conducted by the Station Adjutant once annually to ascertain compliance with these instructions.)

(c) Records Maintenance. The technique of planning, organizing, and maintaining records in an orderly fashion for efficient filing, retrieving and disposal; utilizing appropriate equipment and supplies to

maintain and house records. The Station Adjutant will perform these tasks in coordination with the Community Planning and Liaison.

(4) Forms Management. The standardization and improvement of necessary forms and related procedures; control of the creation of new forms; and the elimination of unnecessary forms. Requests for new or modified forms will be submitted to the Management Assistant accompanied by an OPNAV 5213/19 (Request for New or Revised Form). OPNAV 5213/19 forms are available from the Community Planning and Liaison. The Community Planner will supervise the Forms Management Program per references (f) and (g).

(5) Printing Management. The Community Planner is designated as the activity Printing Management Officer and as such is responsible for the following:

(a) Maintaining technical direction over the preparation, production, and/or procurement of the printing, duplicating, and reproduction of all printed and duplicated matter.

(b) Reviewing all requests for field printing and commercial field printing for legality and necessity, and certifying all requisitions/contracts for commercial field printing. The Community Planner will be guided in the execution of these duties by reference (h).

(6) Copy Management. The Supply Officer is designated as the activity Copy Management Officer. The Supply Officer will be responsible for the following:

(a) Maintaining technical direction over the printing and duplicating equipment and other miscellaneous reproduction devices belonging to the Air Station.

(b) Reviewing and providing technical advice to the Air Station regarding all requests for procurement, rental, transfer, storage, disposal, and use of printing and duplicating equipment.

(7) Reprographics Management. The proper selection and effective utilization of either the duplicating, reproduction or copying process to provide for efficient paperwork operations. The Community Planning And Liaison Office has cognizance in this area and will be governed by the policies established in references (h) and (i).

(8) Reports Management. The improvement of necessary reports and related procedures; control of the creation of new reports; and the elimination of unnecessary reports. The information may be summarized, transmitted on a recurring, regular, or periodic basis for use in

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determining policy planning, controlling and evaluating operations and performance; and for preparing other reports. The information may be in narrative, tabular, graphic, questionnaire, telephonic, magnetic media, punched card, tape, microform, or in other forms. The Station Adjutant will have responsibility for this program per reference (i).

(9) Word Processing Management. The process of providing guidance for the analysis, design, implementation and evaluation of word processing systems and/or the use of word processing equipment. The Information Systems Management Officer will have responsibility for this program.

(10) Office Equipment Management. The Supply Officer will have responsibility for the selection and effective utilization of office equipment and labor saving devices that provide efficient record processes and paperwork operations.

7. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.


C.J. TURNER

Distribution: A