



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
BOX 555325
CAMP PENDLETON, CA 92055-5325

GruO 5210.1
S-1/rf
6 Aug 09

GROUP ORDER 5210.1

From: Commanding Officer
To: Distribution List

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) NAVMC DIR 5210.11E
(b) MCO 5210.11E
(c) SECNAV-M 5210.2
(d) SECNAV-M 5210.1

Encl: (1) Sample Files Outline
(2) Sample File Folder

1. Situation. To establish a records management program within I Marine Expeditionary Force Headquarters Group (I MHG) as required by the references.

2. Mission. This order provides policy for the preparation and maintenance of Marine Corps records.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This order is to be utilized by all members of I MHG for the purpose of preparing and maintaining a uniform system of all command files. Detailed information are contained in the references and enclosures.

(2) Concept of Operations

(a) The objective of the records management system is improved management efficiency in operations and administrative responsiveness. It is achieved through the application of the following techniques:

6 Aug 09

1. Control the creation of new records and ensure the efficient, economical use of existing ones.

2. Where possible, improve and simplify existing records systems and processes.

3. Keep routine requirements to a minimum, eliminate unnecessary and duplicate files and destroy without filing, the material which has no record value.

b. Subordinate Element Missions

(1) The Staff Sections and Companies of this unit will:

(a) Ensure the use of correct SSIC's in accordance with reference (c) is utilized on all correspondence generated by a specific office.

(b) Establish a correspondence filing system similar to that provided by enclosure (1). Deviations (such as additions/deletions) from the correspondence files outline depicted by enclosure (1) are authorized after confirmation with the S-1 office.

(c) Ensure a complete copy of all correspondence signed "By direction" of the Commanding Officer is submitted to the S-1 Directives Control Point (DCP).

(d) Establish correspondence file folders as depicted by enclosure (2).

(e) Ensure correspondence file folders are labeled in accordance with enclosure (2).

(f) Conduct a bi-annual review of all files as required by the references.

(g) Ensure a files outline is prepared covering all correspondence records held in accordance with reference (a) and as depicted by enclosure (1) of this order.

(h) Ensure files custodians are familiar with the contents of the references. Further guidance is available from the S-1.

(i) Ensure a copy of a completed correspondence files outline as depicted by enclosure (1) for records held is

6 Aug 09

posted on the files cabinet or first file folder just inside the file drawer as required by reference (a).

4. Administration and Logistics. Recommendations concerning the contents of this order may be forward to S-1 via the chain of command.

5. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command.

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


L. E. REYNOLDS

DISTRIBUTION: A