



UNITED STATES MARINE CORPS
MARINE AVIATION DETACHMENT NAS PATUXENT RIVER
22401 CEDAR POINT ROAD, BUILDING 102
NAVAL AIR STATION
PATUXENT RIVER, MARYLAND 20670-1188

DetO 5200.1A
CO
2 Dec 21

DETACHMENT ORDER 5200.1A

From: Commanding Officer, Marine Aviation Detachment NAS Patuxent River
To: All Hands

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5210.1
(b) MCO 5212.11F
(c) MCBUL 5210
(d) 5 USC 552a
(e) SECNAVINST 5211.SE

Encl: (1) Detachment SharePoint And Cross File Plan
(2) Detachment Vital Records File Plan

1. Situation. Per the references, this order will establish a uniform process for managing electronic, hard copy records, and appoint personnel as system of records managers per the references.
2. Mission. To establish a records management program, ensuring a uniform process for managing electronic and hard copy records.
3. Cancellation. This order will remain in effect until revised or cancelled by the appropriate authority.
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. To create a detachment records management program in compliance with Marine Corps orders and directives concerning records management.
 - (2) Concept of Operations
 - (a) Delegation of Authority. The Administrative Chief will take charge of the records management program by establishing a Command Designated Records Manager (CDRM) to manage and adhere to Marine Corps standards concerning records management.
 - (b) Command Designated Records Manager (CDRM)
 1. Assist commander with oversight of the Command Records Management Program.

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

(c) Electronic File Plan

1. All files will be electronic within the command. If files cannot be stored electronically, the section will notify the CDRM of which files are to be kept hardcopy and the reason.

2. The file plan in enclosure (1) will identify what records within the command are hardcopy and why.

3. The command will adhere to all needed requirements by the records management Commanding Generals Readiness Inspection (CGRI) checklist.

(d) Essential Records Plan

1. The command will refer to enclosure (2) when reviewing and handling essential files.

2. Essential records identified in enclosure (2) will be backed up electronically on the command SharePoint.

(e) Disposition of Records. For all records that have reached the appropriate disposition date, assistant CDRMs will submit a request to the CDRM with appropriate information. Upon review, the CDRM will sign and issue a copy for the requesting section to maintain until disposition has been reached.

(f) Training. Training will be completed annually.

5. Administration and Logistics

a. Recommendations concerning the content of this order may be forwarded to the CDRM.

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

c. Any misuse or unauthorized disclosure of personally identifiable information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that

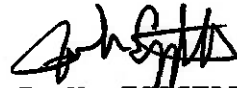
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shall be respected and protected. The DON's need to collect, use, maintain or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individual's right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended in reference (d) and implemented per reference (e).

6. Command and Signal

a. Command. This order is applicable to all service members assigned to the command.

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



J. W. EGGSTAFF