

## Records Management Policy Matrix and Important Links

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| <a href="#">UPDATED GUIDANCE REGARDING OUT-PROCESSING, ACCOUNT MANAGEMENT, AND RECORD REQUIREMENTS FOR MARINE CORPS ENTERPRISE NETWORK USERS &gt; United States Marine Corps Flagship &gt; Messages Display</a> | MARADMIN 580/24, <i>Updated Guidance Regarding Out-Processing, Account Management, and Record Requirements for Marine Corps Enterprise Network Users</i> |
| <a href="#">MCBul 5210 DTD 12 FEB 2024 (SECURED)</a>                                                                                                                                                            | MCBUL 5210, <i>Update to the Marine Corps Electronic Records Management (ERM) Migration Plan</i>                                                         |
| <a href="#">MCO 5210.11F ORIGINAL SIGNED EDD.pdf</a>                                                                                                                                                            | MCO 5210.11F, <i>Marine Corps Records Management Program</i>                                                                                             |
| <a href="#">OLRC Home</a>                                                                                                                                                                                       | Title 10 – <i>Armed Forces</i>                                                                                                                           |
| <a href="#">National Archives and Records Administration   National Archives</a>                                                                                                                                | 44 U.S.C. Chapter 21, <i>National Archives and Records Administration</i>                                                                                |
| <a href="#">Records Management by the Archivist of the United States (44 U.S.C. Chapter 29)   National Archives</a>                                                                                             | 44 U.S.C. Chapter 29, <i>Records Management by the Archivist of the United States and by the Administrator of General Services</i>                       |
| <a href="#">Disposal of Records (44 U.S.C. Chapter 33)   National Archives</a>                                                                                                                                  | 44 U.S.C. Chapter 33, <i>Disposal of Records</i>                                                                                                         |
| <a href="#">eCFR :: 36 CFR Chapter XII Subchapter B -- Records Management</a>                                                                                                                                   | 36 CFR Chapter 12, Subchapter B, <i>Records Management</i>                                                                                               |
| <a href="#">M-19-21</a>                                                                                                                                                                                         | OMB M-19-21, <i>Transition to Electronic Records</i>                                                                                                     |
| <a href="#">M-23-07</a>                                                                                                                                                                                         | OMB M-23-07, <i>Update to Transition to Electronic Records</i>                                                                                           |

## Policies, Bulletins, and Memoranda

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| <a href="#">5210_8F.pdf</a>                                                                                                   | SECNAVINST 5210.8F, <i>Dept of the Navy Records Management Program</i>                                           |
| <a href="#">5210.1.pdf</a>                                                                                                    | SECNAV M-5210.1, <i>Dept of the Navy Records Management Program, Records Management Manual</i>                   |
| <a href="#">Department of the Navy</a>                                                                                        | SECNAV M-5210.2, <i>Dept of the Navy Standard Subject Identification Code (SSIC) Manual</i>                      |
| <a href="#">DoD 5015.2-STD Design Criteria Standard for Electronic Records Management Software Applications   www.dau.edu</a> | DoD 5015.02-STD, <i>Design Criteria Standard for Electronic Records Management Software Applications</i>         |
| <a href="#">DoDI 5015.02, February 24, 2015, Incorporating Change 1 on August 17, 2017</a>                                    | DoDI 5015.02, <i>Incorporating Change 1, DoD Records Management Program</i>                                      |
| <a href="#">DoD Zero Trust Strategy</a>                                                                                       | <i>DoD Zero Trust Strategy</i>                                                                                   |
| <a href="#">DEPUTY SECRETARY OF DEFENSE MEMORANDUM Records Management Training Catalog   National Archives</a>                | <i>DoD Records Strategy</i>                                                                                      |
| <a href="#">NARA Bulletin 2023-02   National Archives</a>                                                                     | 2023-02, <i>Expanding the Use of a Role-Based Approach (Capstone) for Electronic Messages</i>                    |
| <a href="#">grs06-1.pdf</a>                                                                                                   | General Records Schedule (GRS) 6.1, <i>Email and Other Electronic Messages Managed Under a Capstone Approach</i> |
| <a href="#">NARA Bulletin 2023-04   National Archives</a>                                                                     | 2023-04, <i>Managing Records Created on Collaborative Platforms (MS Teams, et al)</i>                            |

## Websites and Portal Links

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| <a href="http://portal.secnav.navy.mil">portal.secnav.navy.mil</a>                                                                                                                                                                        | Records Retention Schedules (SECNAV Portal)                                          |
| <a href="#">National Archives   Home</a>                                                                                                                                                                                                  | National Archives and Records Administration                                         |
| <a href="#">USMC CROSS - Home</a>                                                                                                                                                                                                         | Marine Corps Command Records Operational Support Site (CROSS)                        |
| <a href="https://www.ar.marines.mil/Branches/Publishing-and-Logistics-Management/Records-Reports-Directives-and-Forms/">https://www.ar.marines.mil/Branches/Publishing-and-Logistics-Management/Records-Reports-Directives-and-Forms/</a> | Headquarters Marine Corps Records, Reports, Directives, and Forms Management website |