COMSCINST 5210.5	COG CODE N002	DATE 15 FEB 1984

DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 5210.5
M-1
15 February 1984

COMSC INSTRUCTION 5210.5

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 5210.15

Encl: (1) Principal Records Management Components

1. <u>Purpose</u>. To emphasize the need to establish procedures for the efficient management of records.

2. <u>Background</u>. Requirements for a records management program and subprograms in the Federal government stem from statutes. These acts include: the Federal Reports Act, the Records Disposal Act, the Federal Property Administrative Services Act, and the Federal Records Act. Each naval activity is required to establish and maintain an active, continuing program for the economical and efficient management of records.

3. <u>Definitions</u>

   a. <u>Records Management</u>. Includes the planning, controlling, directing, organizing, training, promoting, and other managerial activities involving information requirements, records creation, records maintenance and use, records preservation, and records disposition of all components listed in enclosure (1).

   b. <u>Records</u>. All books, papers, maps, photographs, machine readable materials, or other documentary materials (regardless of physical form or characteristics) made or received by any agency of the U.S. Government under federal laws, or in connection with the transaction of public business, and preserved or appropriate for preservation by an agency, or its legitimate successor, as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government. Library and museum material made or acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents are not included.

4. <u>Responsibility and Authority</u>. The Chief of Naval Operations is the principal naval executive to the Secretary of the Navy in developing and coordinating the Department-wide records management program, subprograms, and projects. COMSC has been delegated the responsibility for the records management program for MSC and shall provide program guidance and technical assistance to area commands.   The program shall be supported at all MSC command levels.

5. <u>Action</u>. MSC commands shall review existing records management procedures to ensure that an aggressive program is established to encourage recommendations for improvements, where needed, and that such recommendations are promptly acted upon in accordance with reference (a).

/S/
WALLACE T. SANSONE
Deputy Commander

Distribution:
SNDL   41B   (MSC area commands)
          41C   (MSC subarea commands)
          41D3   (MSC offices/prepositioned groups)

Copy to:
CNO (OP-09B1)

PRINCIPAL RECORDS MANAGEMENT COMPONENTS

Management Component	Description
Correspondence	Achieving more effective written communications and more efficient writing procedures and practices; developing guides for standardized procedures; and simplifying the tasks for drafting, preparing, and reviewing written communications.
Issuance Systems	Standardizing and simplifying methods of preparing, issuing, distributing, and maintaining directives and other similar issuances, particularly of an administrative nature, to: consolidate reference sources; simplify and improve indexing; improve coverage, identify gaps, and eliminate duplication and overlapping; facilitate maintenance; and reduce printing, distribution, and other related costs.
Distribution Systems	Achieving more effective and efficient distribution of issuances using the Standard Navy Distribution List (Parts 1 and 2) thus obviating the need for creating and maintaining locally prepared distribution lists. Requiring a review of issuances to ensure only those recipients having a "need to act," as indicated in the operative paragraph(s), or a "need to hold" are included in the distribution and copy to list, respectively. Avoiding the practice of subdistribution which is wasteful in terms of postal costs, time, and human resources and, in the case of classified material, increases the potential for compromise.
Reports	For both automated and manually prepared reports: improving necessary required and prepared reports and related procedures managing and controlling the requirements for new reports; eliminating unnecessary reports; and eliminating or modifying reports which are not cost effective. Adopting the use of standard data elements wherever practicable.
Forms	Standardizing and improving necessary forms and related procedures; controlling the creation of new forms; eliminating unnecessary forms; and eliminating or modifying forms which are not cost effective. Adopting the use of standard data elements in data block identifier wherever practicable.

Documentation:

a. **Records Maintenance**	Ensuring that appropriate authenticating and substantiating records are made and maintained of naval organization, procedures, and transactions; developing and installing improved systems and procedures for handling, filing, retrieving, protecting, and determining the availability of records; and providing and protecting a core of vital records consisting of emergency operating records and rights and interest records, to facilitate the continuity of functions during and following emergency conditions, and ensuring that personal papers are filed separately from official records.

Management Component	Description
b. Records Disposition	Administering policy and procedures for the systematic, timely, and economical transfer of historically significant records to the National Archives, the retirement of semi-active records to Federal Records Centers or other holding or storage areas, and the destruction of records when they are no longer needed.
Micrographic Systems	Facilitating, by the use of micrographics, the creation, dissemination, storage, retrieval, utilization, protection, and disposal of naval operational and administrative documentation; and ensuring the effectiveness and economy of micrographic applications through the selection or development and utilization of appropriate microform standards, systems, services, equipment, and supplies.
Office Equipment	Facilitating and ensuring the proper selection and effective utilization of records creation (including copying and work processing equipment, handling, filing, retrieval, and destruction equipment and laborsaving devices) to provide for efficient processes and operations.
Mail Handling	Ensuring efficient, expeditious procedures for receiving, accounting for, routing, and distribution of incoming, internal, and outgoing mail including the use of electronic processes where feasible.
Writing Improvement	Increasing the skills of drafters and reviewers of written communications toward the objective and higher quality products; and furthering clarity, conciseness, and efficiency in writing.
Source Data Automation	Emphasizing source data as the most desirable for automating ADP input, thereby avoiding repetitive typing in preliminary manual or non-computer systems.
Audiovisual	Facilitating the creation, utilization, proper selection, storage, retrieval, protection, and disposal of naval audiovisual products by the use of photography, cinematography, video/television recordings, and graphic arts' works of art.