



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SC 29905-9001

Canc: Feb 2021

DepBul 5210
G-1

MAR 04 2020

DEPOT BULLETIN 5210

From: Commanding General
To: Distribution List

Subj: ESSENTIAL RECORDS PROGRAM

Ref: (a) 36 C.F.R. Part 1236
(b) DoD Directive 3020.26, "Department of Defense Continuity Programs," January 9, 2009
(c) MCO 3030.1
(d) MCO 5210.11F
(e) 5 U.S.C. 552a
(f) SECNAVINST 5211.5E
(g) SECNAV M-5210.1
(h) SECNAV M-5210.2

Encl: (1) Essential Records List

1. Situation. To provide guidance on Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR PI) Essential Records Program, formerly known as the Vital Records Program. Leaders at all levels are responsible for ensuring that the command is protecting essential records. For the purposes of this bulletin, essential records are those records necessary to meet operational responsibility under national security emergencies, other emergencies, or other disaster conditions (emergency operating records) and/or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records). These records are current, complete, adequately protected, accessible, and usable.

2. Cancellation. DepBul 5210 of 15 Jul 2019

3. Mission. To establish an Essential Records Program and produce an Essential Records inventory list, in compliance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish and maintain an Essential Records Program.

(2) Concept of Operations. Assistant Chiefs of Staff (AC/S) or Special Staff Directors are to identify and report all non-classified/classified essential records to the Command Designated Records Manager (CDRM). Classified records will be reviewed prior to inclusion into the essential records program by the Security Manager. These records will be used to build and update enclosure (1).

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b. Subordinate Element Missions

(1) Assistant Chiefs of Staff and Special Staff

(a) Conduct an annual review of enclosure (1) and update as needed.

(b) Ensure your essential records are current.

(2) CDRM

(a) Provide guidance and assistance in inventorying records and determining appropriate maintenance and disposition lifecycles for copies of essential records.

(b) Ensure original essential records are properly stored and maintained until their authorized disposition in accordance with reference (h).

(c) Ensure the Essential Records program is integrated in this Commands Continuity of Operations Plan.

(3) Security Manager

(a) Review all classified records for inclusion in the Essential Records Program.

(b) Ensure classified essential records are labeled appropriately.

(c) Approve and/or designate appropriate space or equipment for storage of classified essential records.

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

5. Administration and Logistics

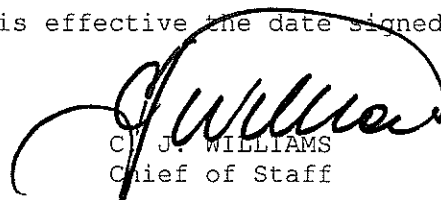
a. Recommendations for changes or modifications to this Order will be provided to the AC/S, G-1.

b. Directives issued by MCRD/ERR PI are published and distributed electronically. Electronic versions can be viewed on the G-1 SharePoint.

6. Command and Signal

a. Command. This Bulletin is applicable to MCRD/ERR PI.

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


C. J. WILLIAMS
Chief of Staff

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Essential Records List

Marine Corps Recruit Depot/Eastern Recruiting Region (MCRD/ERR) Essential Records				
SECTION	Title/Description	Security Classification	e-Storage Location	Alternate Storage Methods
G-1/ADJ	Depo 1301.36 Assumption of Command	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-1/ADJ	Depo 5000.16A Staff Regulations	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Training	Depo 1513.66 Recruit Training Order	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Training	Depo 1513.5B Crucible Order	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Training	Depo 1500.10E MENSIP	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Training	Depo 1510.29C MOWAP Training	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Training	Depo 1510.9W Training	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Training	Depo 1550.25E Academics	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Training	Depo 6200.2R Heat Injury Prevention	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 FES	Depo 11320.9K FES Regulations	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 FES	Depo 11320.1A Public Access Automated External Defibrillators	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 FES	Depo 2060.2D Central Dispatch	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Protection	Depo 3058.1A Mission Assurance	Unclassified	ZOC	FOUO, 1500M17 - EOC
G-3 Protection	Depo 2000.1D Enterprise Mass Notifications System	Unclassified	ZOC	FOUO, 28MAY19 - EOC
G-3 Protection	Depo 3440.9A Installation Emergency Management	Unclassified	ZOC	FOUO, 14APR16 - EOC
G-3 Protection	Depo 3302.1C Anti-Terrorism Program	Unclassified	ZOC	FOUO, 22SEP16 - EOC
G-3 Protection	Letter 6220 Pandemic Influenza, Part A & B	Unclassified	EOC	FOUO, 20APR12 - EOC
G-3 Protection	Depo 3000.1J Disaster Preparedness	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Protection	CG PL 11-19 Mass Notification Registration	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Security Manager	Depo 5510.14B Information and Personnel Security	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Security Manager	Depo 5500.9H Emergency Action Plan for Safeguarding CONSEC	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Security Manager	Depo 5512.12A Access Control Regulations	Unclassified	Depot SharePoint	Hard Copy, G-1 Office
G-3 Security Manager	PL 10-18 Joint Personnel Adjudication System	Unclassified	G-3 Office/Bldg 236, Rm 109	Hard Copy, G-1 Office