What is Records Management?

RECORDS MANAGEMENT means the planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations.

How does the DON Maintain Records?

The Navy maintains records in accordance with the following policies and directives:

- **44 U.S.C.** - Federal Records Act
- **36 CFR Chapter 12 Subchapter B** – Records Management Regulation
- **DoDI 5015.02** - DoD Records Management Program
- **SECNAVINST 5210.8F** - DON Records Management Program
- **SECNAV M-5210.1** - DON Records Management Program Records Manual
- **SECNAV M-5210.2** - DON SSIC Manual

Navy Records Schedules are located at:

https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx

Program Assistance

For information and assistance with USNA records, visit the Records Management web page (https://www.usna.edu/AdminSupport/recordsmanagement.php) or contact:

USNA Records Manager
410-293-1519
records@usna.edu

File Plans

File Plans are living documents developed to organize records. It is a road map that lists all the physical location(s) at which an office's files, regardless of media, are to be maintained, the specific types of files to be maintained there, and the organizational element(s) having custodial responsibility. This document is considered an essential record and annual reviews are crucial to RM success. File plans list SSICs, retention periods, and dispositions providing a useful tool for personnel checking in and out of the command.

USNA RECORDS MANAGEMENT PROGRAM

Records Management, Everyone's Responsibility

Plain Language: A record can be ANYTHING! It documents past, present and future business.

YOUR Responsibility

- Understand that you CAN be held liable in the event that a record is not properly maintained or is destroyed prior to its disposition date.
- Ensure your staff captures information that is a record
- Ensure records are managed appropriately and can be accessed by authorized staff
- Protect records from unauthorized destruction
- Use official email accounts to conduct official business
- Understand that all records generated during your tenure belong to the Navy
- Ensure work-related content of lasting value to the organization is migrated into DON TRACKER.

Emails & Records

The use of personal email to conduct official business is UNAUTHORIZED; however, certain circumstances can occur which prevent staff from accessing government networks. If personal email must be used, one of the two MANDATORY options must be followed to remain in compliance with Federal Law:

- Option 1: You must send a copy to your official Navy electronic messaging account at the time of the original creation or transmission of the record (i.e.: CC your government mail account); or
- Option 2: Forward a complete copy of the record to your official Navy electronic messaging account no later than 20 days after the original creation or transmission of the record

—Per 44 U.S.C. as amended

What *is* a record?

- Finalized Original Documents
- Official Correspondence / Memorandums
- USNA.edu Emails
- Signed Policy Records
- Personnel Case Files
- Legal/Financial Records
- Information of "lasting value" to the Organization
- Materials that further explain official records, when needed
- Supports financial obligations or legal claims
  Examples: contracts, litigation case files

What *is NOT* a record?

- Personal Papers not related to Navy business
  Examples: running schedule, child care roster
- Reference Materials / Stock Publications
  Examples: vendor catalogs, phone books, copies of technical journals
- Convenience copies / Duplicates
  Examples: duplicate copies of any correspondence, directives or publications
- Draft documents
  Examples: drafts with no substantive revisions/ comments
- Working papers
  Examples: rough notes, calculations.

Examples of A Record

- Created in the course of business
  Examples: correspondence, studies, info papers
- Received for action
  Examples: Taskers, FOIA requests
- Documents Navy activities / actions
  Examples: calendars, meeting minutes
- Supports financial obligations or legal claims
  Examples: contracts, litigation case files, discovery
- Communicates Navy requirements or policy
  Example: SECNAVINST
- Can be in any media type
  Examples: paper, e-mail, digital sound recordings

Senior Leader Records

- Calendars, schedules, and logs of daily activities
- Materials for internal and external meetings
- Speeches and testimony
- Any signed correspondence
- Email *

Emails of designated GO/FO's and SES's are retained and preserved permanently per guidance.