



# Department of the Navy Records Management Manual

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## **Department of the Navy Records Management Manual** Department of the Navy

The Department of the Navy (DON) Records Management (RM) Program establishes policies and procedures for life-cycle management (creation, maintenance, use, and disposition) of DON records. This manual provides guidelines and procedures for the proper administration of a records management program. This manual implements the policy set forth in Secretary of the Navy Instruction (SECNAVINST) 5210.8D, Department of the Navy Records Management Program, 31 December 2005 and is issued under the authority of SECNAVINST 5430.7N, Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy, 9 June 2005. This manual replaces SECNAV Manual M-5210, Department of the Navy, Navy Records Management Program, Records Management Manual, December 2005. Revisions were made throughout and major changes were made to the disposition schedules for DON records contained in Part III. The disposition schedules are listed by Standard Subject Identification Code (SSIC). The schedules incorporate National Archives and Records Administration (NARA) records disposition policies and guidelines and have been approved by the Archivist of the United States, as required by Title 36 Code of Federal Regulations (CFR) Chapter XII. This manual is the single records disposition authority for all DON records. This manual is effective immediately; it is mandatory and applicable to the offices of the Secretary of the Navy, Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and all Navy and Marine Corps activities, installations, and commands. Reports. Report Control Symbol SECNAV 5212-1 is assigned to the report on accidental destructions of records required by paragraph 6, Part I, and is approved in accordance with DON reports control procedures. The statutory definition of records. Title 44 United States Code (USC) Chapter 33, defines records as “all books, papers, maps, photographs, machine readable materials or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the information value of data in them. Library and museum material made or acquired or preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stock of publication and of processed documents are not included.”

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