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SUBJ/DISPOSITION OF RECORDS OF CRISIS, CONTINGENCY, AND ARMED CONFLICT//

REF/A/SECNAV M-5210.1, DEPARTMENT OF THE NAVY RECORDS MANAGEMENT PROGRAM,
RECORDS MANAGEMENT MANUAL
REF/B/CNO WASHINGTON DC//DNS//241725Z DEC 02
REF/C/44 U.S.C. §3103 and §3105
NARR/REF A IS SECNAV M-5210.1, DEPARTMENT OF THE NAVY RECORDS MANAGEMENT
PROGRAM, RECORDS MANAGEMENT MANUAL. REF B IS GENADMIN/CNO WASHINGTON
DC//DNS//241752Z DEC 02, DISPOSITION OF
OPERATIONS NOBLE EAGLE AND ENDURING FREEDOM RECORDS. REF C IS 44 U.S.C.
§3103 AND §3105, RECORDS MANAGEMENT BY FEDERAL AGENCIES – RECORDS MANAGEMENT
BY AGENCY HEADS; GENERAL DUTIES, AND SAFEGUARDS.//

RMKS/1. In accordance with Refs (a) and (b), the Department of the Navy
(DON) commands shall identify, collect, maintain, and preserve all records of
crisis, contingency, and armed conflict.

2. Crisis, contingency, and armed conflict records are essential to
assessing the effectiveness of weapons and tactics, strategic and operational
planning and execution, force composition, manning and training, and the DON
contribution to joint operations. They provide critical input to future
planning, programming, and budget decisions, and are essential to support the
warfighter and his or her family. When no longer required for business use,
transferring these records to their permanent storage location is required by
federal law; Ref (c). Failure to do so has a long-term negative impact on
the DON and may impact public trust.

3. This message applies to all records regardless of media, i.e., paper and
electronic media. The following list of commonly named records is provided
as a guide to ensure historically significant documents generated during
crises, contingencies, and armed conflict operations are collected and
retained. For a more inclusive list, see Ref (a) Part V.

- a. Briefings
- b. Messages
- c. Intelligence/Counterintelligence/Counterterrorism
- d. Operational Plans/Contingency Plans
- e. Background Papers including e-mails
- f. Reports
- g. Lessons Learned
- h. Summaries
- i. Exercises (evaluation reports and policy/directives)
- j. Orders (admin, general, operational, movement, and fragmentary orders)
- k. Audio/visual materials

4. For Marine Corps, refer to the list of 32 record types located on the Headquarters Marine Corps Records Management SharePoint Portal website at <https://ehqmc.usmc.mil/org/ar/ard/ardb/default.aspx> under Records Management/Armed Conflict Records Content Types link.
5. DON component commanders, subordinate commanders, and individual units shall identify, collect, maintain, and preserve all records of crisis, contingency, and armed conflict. Each command shall use OPNAV form 5210/76 (Rev. 7/2011), Naval Organizational Records File Plan, to conduct its inventory. The form can be found at https://navalforms.documentservices.dla.mil/formsDir/_OPNAV_5210_76_6354.pdf.
6. Completed OPNAV form 5210/76 (Rev. 7/2011), Naval Organizational Records File Plan, shall be e-mailed to DON_RECORDS_MANAGEMENT@navy.mil for Navy and Secretariat components, and HQMCREC-MGR@usmc.mil for Marine Corps components.
7. Navy and Marine Corps Records Managers will conduct a review of command submissions from component commanders, subordinate commanders, and individual units and will provide instructions on transferring the records.
8. Released by Ray Mabus, Secretary of the Navy.

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