



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20350-1000

SECNAVINST 5210.8C
NAVDAC 80
16 MAY 1989

SECNAV INSTRUCTION 5210.8C

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY RECORDS MANAGEMENT PROGRAM

Ref: (a) DOD Directive 5015.2 of 17 Sep 1980 (NOTAL)
(b) 36 CFR Chapter XII, Subchapter B, Records Management
(c) 41 CFR Parts 201-22 and 201-45, Federal Information Resources Management Regulations
(d) OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation
(e) SECNAVINST 5211.5C, Personal Privacy and Rights of Individuals Regarding Records Pertaining to Themselves

Encl: (1) Principal Records Management Functions

1. Purpose

a. To implement the provisions of reference (a).

b. To revise records management policies and objectives and integrate them into the Department of the Navy Information Resources Management program.

c. To assign responsibility and delegate authority for records management implementation and administration.

This instruction has been revised substantially and should be reviewed in its entirety.

2. Cancellation. SECNAV Instruction 5210.8B.

3. Background. Under Public Law 98-497, effective 1 April 1985, the National Archives and Records Service (NARS) of the General Services Administration (GSA) became an independent agency known as the National Archives and Records Administration (NARA). Enactment of the law resulted in GSA retaining responsibility for promoting economy and efficiency in records administration and NARA assuming responsibility for adequacy of documentation and disposition of records. References (b) and (c) apply.

4. Policy. All organizations of the Department of the Navy will comply with information management statutes, Executive Orders, and directives of higher authority. The objective is to

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16 MAY 1993

ensure that paperwork and other records systems, including those set forth in enclosure (1), make optimum contributions to naval operations. The means to accomplish this objective shall include:

a. Managing and controlling the creation and use of correspondence, messages, directives, manuals, publications, reports, forms and similar administrative and technical issuances, whether manually or mechanically produced, and regardless of the medium of transmission.

b. Managing the handling, filing, retrieval, protection and availability of records and incorporating security considerations in every aspect of records management. Reference (d) applies.

c. Providing for the adequate documentation of naval organization, functions, policies, procedures and essential transactions. Ensuring the timely and economical identification and preservation of records of operational or historical interest, disposal of records no longer needed, and the retirement and transfer of records no longer required in the conduct of daily business to more economical storage.

d. Improving and simplifying records systems and processes.

e. Facilitating the proper selection and effective use of office, storage, retrieval and destruction equipment together with related supplies and materials.

f. Ensuring that all personnel who have access to personal records, engage in the development of procedures for handling requests for records, or create, amend or delete systems of records containing personal data which are subject to the provisions of the Privacy Act of 1974, are knowledgeable of the safeguarding and maintenance procedures outlined in reference (e).

5. Responsibility

a. The Assistant Secretary of the Navy (Financial Management) (ASSTSECNAV FM) is responsible for the information resources management function.

b. Director, Department of the Navy Information Resources Management (DIRDONIRM) shall provide support to ASSTSECNAV (FM) in discharge of this program by developing a coordinated and comprehensive program and providing staff assistance as required by the Chief of Naval Operations and the Commandant of the Marine Corps in carrying out their responsibilities under this program.

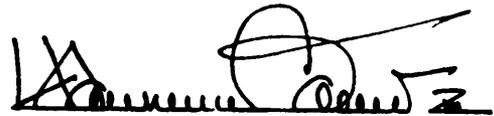
16 MAY 1989

c. Chief of Naval Operations and Commandant of the Marine Corps shall implement this program within the Navy and Marine Corps respectively.

d. Naval Data Automation Command shall support the DIRDONIRM in development and implementation of this program, coordinate implementation of the program, and provide necessary guidance and technical assistance to the Office of the Secretary of the Navy and the Department of the Navy Staff Offices.

e. Navy Publishing and Printing Service, through the regional Navy Publishing and Printing Services Area and Offices, shall provide assistance in forms design, standardization and training.

f. Commands. Since it is not feasible or economical to provide professional staffing at all echelons, it is the responsibility of seniors in command to ensure adequate guidance and technical assistance are available to subordinate commands as needed to implement the provisions of this program.



H. Lawrence Garrett, III
Secretary of the Navy

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(See Page 4)

SECNAVINST 5210.8C

16 MAY 1989

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PRINCIPAL RECORDS MANAGEMENT FUNCTIONS

Statutory Definition of Records. All books, papers, maps, photographs, machine-readable materials, or other documentary materials regardless of physical forms or characteristics made or received by any agency of the U.S. Government under federal law 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 or because of the informational value of the data in them. This does not include library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and processed documents.

The following management functions are outlined to help meet the information management objectives of planning, controlling, directing, organizing, training and promoting activities.

Management Function and Corresponding Directive

Objective

Audiovisual
SECNAVINST 5290.1B

Ensure the proper selection of photography, cinematography, video/television recordings and graphic arts technologies to facilitate the creation, use, storage, retrieval, protection and disposal of audio-visual products.

Correspondence
SECNAVINST 5216.5C

Limit correspondence to essential requirements, improve the quality of correspondence and provide for its creation in an economical and efficient manner. Improve the skills of naval writers and reviewers of correspondence by ensuring their familiarity with, and adherence to, the standards set forth in the correspondence manual.

Directives Issuance System
SECNAVINST 5215.1C

Standardize and improve methods of preparing, issuing, distributing and maintaining directives to reduce resource requirements associated with printing, distribution, postage,

SECNAVINST 5210.8C

16 MAY 1989

handling and storage. Conduct periodic reviews to ensure currency and accuracy of directives and eliminate non-essential, duplicative and overlapping issuances by cancellation or consolidation.

Distribution Systems

Achieve more effective and efficient distribution using the Standard Navy Distribution List (Parts 1 and 2) to eliminate the need for creating and maintaining locally prepared distribution lists. Review proposed issuances to ensure that distribution is limited to addresses having a "need to act" or a "need to hold". Avoid 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.

Electronic Mail
SECNAVINST 5216.5C

Ensure information sent via computer data transfer technology is regulated and controlled consistent with existing policies for other types of computer data and records management standards.

Electronic Records
SECNAVINST 5212.5C

Ensure records disposition policy and procedures are applied to electronic records. Electronic records contain information stored in a form requiring computer interpretation and processing and include media such as magnetic tapes, optical and digital disks and diskettes.

File Systems
SECNAVINST 5210.11D

Use Standard Subject Identification Codes to identify correspondence, directives, forms, reports and other records by subject area for consistency in Navy-wide filing and retrieval of records.

SECNAVINST 5210.8C

16 MAY 1989

Forms
SECNAVINST 5213.10C

Standardize and improve required forms, control the creation of new forms, eliminate unnecessary forms and eliminate or modify forms which are not cost effective. Use standard data elements in data blocks wherever practicable.

Life Cycle Management
(LCM)
SECNAVINST 5231.1B

Apply LCM discipline throughout the creation, maintenance and use and disposition phases of records management systems or projects to ensure that they are affordable, efficient, manageable and coordinated.

Mail Handling
OPNAVINST 5218.7

Ensure efficient, expeditious procedures for receiving, accounting for, routing, and distributing incoming, internal and outgoing mail including the use of electronic processes where feasible.

Micrographic Systems
SECNAVINST 5210.12C

Use micrographics to facilitate creation, dissemination, storage, retrieval, use, protection and disposal of records. Apply LCM in the development, selection and use of micrographic systems, services, equipment and supplies.

Office Equipment

Apply LCM in the selection and use of records creation, handling, filing, retrieval and destruction equipment and labor-saving devices (including copying and office automation equipment).

Records Disposition
SECNAVINST 5212.5C

Administer 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.

SECNAVINST 5210.8C

16 MAY 1989

Records Maintenance
SECNAVINST 5212.5C

Ensure that appropriate documentation is made and maintained on naval organization, procedures and transactions. Develop and install improved systems and procedures for handling, filing, retrieving and protecting these records using the principles of LCM.

Reports
SECNAVINST 5214.2B

Maintain strict "licensing" control of new reporting requirements to ensure that the data requirement is mission essential, that the data is not available by other means or sources and that the gathering of data, whether ADP generated or manually assembled and reported, is cost effective.

Source Data
Automation

Emphasize that data entry for automated system data bases should occur only once at the point or source where the data is created. Source data entry eliminates the need for subsequent rekeyboarding of data, reduces resource requirements and improves data base accuracy and integrity.

Vital Records
SECNAVINST 5210.15A

Make provision for protecting a core of vital records consisting of emergency operating records and rights and interest records, to ensure the continuity of functions during and following emergency conditions. Make provision for separate filing of personal and official records.