



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 5210.2
SPAWAR 07-53
22 November 1998

SPAWAR INSTRUCTION 5210.2

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWAR RECORDS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5210.8C
(b) SECNAVINST 5212.5D
(c) SECNAVINST 5210.11D
(d) SECNAVINST 5216.5D
(e) SPAWARINST 5510.3H

1. Purpose. To provide guidelines, and outline the responsibilities of the Department of Navy Records Management Program in the Space and Naval Warfare Systems Command (SPAWARSYSCOM) and the SPAWAR System Centers according to reference (a) through (e). These references are available through the Internet at <http://neds.nebt.daps.mil/>
2. Policy. To coordinate related records management policies and procedures as specified by the Paperwork Reduction Act of 1980; to eliminate records, which are no longer required or cost effective to maintain; and to improve file maintenance and disposal practices.
3. Objectives. Include, prompt disposal of temporary records whose authorized retention periods have expired; timely and systematic transfer of records no longer needed in office space but not eligible for final disposition; and identification and transfer of permanent records to the National Archives for preservation, reference and research use.
4. Background. The Records Management Program was established by Public Law 94-575, Federal Records Management Amendments of 1976 and the Paperwork Reduction Act of 1980 – Public Law 96-511 (H. R. 6410) December 1980. 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. It is the policy of the Department of the Navy that Records Management statutes, Executive Orders and directives of higher authority are complied with by all organizations of the Department. Records Management is that aspect of paperwork dealing with effective documentation and organization systems for files; selection of systems, procedures, and equipment to do the best files maintenance job; and

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identification, preservation, and security of records of continuing value, and systematic elimination of all others.

5. Responsibility

a. SPAWARSYSCOM Headquarters

(1) Corporate Administrative Policy Division, 07-5, is responsible for the overall administration of the Records/Information Management Program for headquarters.

(2) SPAWARSYSCOM Code 07-53 is designated as the Records/Information Management Program Manager and shall establish an active list of Records Management point of contact (POC) for both headquarters and the System Centers.

(3) SPAWARSYSCOM Directorates and Heads of Staff offices will designate a single Records Management POC. Designees should be from the administrative staff and have broad first-hand knowledge of the organization and procedures of the code. Submit the POC name, code, location and telephone to Code 07-53 within 30 days of the date of this instruction.

(4) The Contracts Directorate, Policy and Information Systems Management Division, SPAWARSYSCOM Code 02-4, is responsible for maintaining the official contract files of all SPAWARSYSCOM contracts.

b. SPAWARSYSCOM System Centers

(1) Commanding Officers are responsible for establishing and administering a Records Management Program within their own activity to meet the requirements of the law and higher echelon directives.

(2) Each Commanding Officer/Officer in Charge shall designate a Command Records Management Program Manager to act as the POC with headquarters and to ensure the Records Management Program is administered throughout its cognizant organization.

(3) Command Records Managers are responsible for becoming thoroughly familiar with references (a) through (e). Command Records Managers are required to submit the following to SPAWARSYSCOM Code 07-53 within 30 days of the effective date of this instruction:

(a) Command Records Manager's name, code, activity, location and telephone number.

(b) Most current listing of records held at your designated Federal Archives and Records Center either by electronic means or by mail. If the listing is not available copies of

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SF135's (Records Transmittal and Receipt) is acceptable. The information provided will be entered into a database for records management purposes only.

(c) Latest command records management directive/s.

6. For additional assistance call SPAWARSYSCOM, Code O7-53 at commercial (619) 524-3153 or DSN 524-3153.

7. Forms. Standard Form 135 can be obtained through the FedForms software program.

8. Action. Addressees will comply with the provisions of this instruction.

Distribution:
SPAWAR List 4
SNDL Part II
FKQ (SPAWAR Activities)



ROBERT V. MARTIN
VICE COMMANDER