### CONCEPT CARD

**COURSE TITLE:** Values-based Leadership

**DATE:** 2018/02/08

**ANNEX (if applicable):** N/A

**ANNEX TITLE (if applicable):** N/A

**LESSON:** Records Management

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<table>
<thead>
<tr>
<th>METHOD(S)</th>
<th>HOURS</th>
<th>S:L RATIO</th>
<th>MEDIA (if applicable):</th>
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<tbody>
<tr>
<td>Guided Discussion</td>
<td>.25-.75</td>
<td>6:1 ideal, NTE 24:1</td>
<td>N/A</td>
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</tbody>
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**TOTAL HOURS:** .25-.75

**TERMINAL LEARNING OBJECTIVE(S) OR LESSON PURPOSE STATEMENT:**

After this guided discussion you will have a better understanding of why Records Management matters to me; how the Marine Corps is addressing Records Management, how to handle records management at the individual level, and where to seek assistance at the unit level.

**ENABLING LEARNING OBJECTIVE(S) OR LEARNING OUTCOME(S):**

There are no formal learning objectives for Lesson Purpose classes per NAVMC 1553.1, 4-17.

**AMMUNITION REQUIREMENT(S):**

- [ ] Extended
- [ ] Unexpended

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<tr>
<th>DODIC</th>
<th>NOMENCLATURE</th>
<th>UNITS PER STUDENT</th>
<th>UNITS FOR SUPPORT</th>
<th>UNITS PER STUDENT</th>
<th>UNITS FOR SUPPORT</th>
<th>UNIT OF ISSUE</th>
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**NOTES:**

Prior to conducting the lesson, instructors will identify appropriate learning outcomes, which are achievable if all Marines actively participate in the guided discussion. Evaluate the students' comprehension of subject matter based upon their ability to prove understanding of Department of Defense and Marine Corps policies.

**REFERENCES:**

- Leaders Resource Guide
- Title 10, Subtitle C, Part IV, Chapter 661, § 7861, “Custody of Departmental Records and Property”
- OMB Circular A-130 Revised, “Management of Federal Information Resources”
- 44 United States Code § 3301 and 3106
- MCO 3030.1
- SECNAV M-5210.1
- Title 36, Code of Federal Regulations, Part 1236.22
- National Continuity Policy, May 4, 2007
- National Continuity Policy Implementation Plan, August 2007
- MCWP 3-40.2, Information Management
- Title 41, Code of Federal Regulations, Parts 102-193, “Creation, Maintenance, and Use of Records”
- MCO 5210.11F, Marine Corps Records Management Program, 2015

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