



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

5510.10B  
HDH-4  
18 Nov 91

MARINE CORPS ORDER 5510.10B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: RETENTION/RETIREMENT OF SPECIAL CATEGORY (SPECAT) MESSAGES

Ref: (a) SECNAVINST 5212.5B-C

1. Purpose. To revise the procedures for the retention/retirement of certain SPECAT messages with a Marine Corps originator or addressee or which pertain to the Marine Corps and are held by Marine Corps commands.

2. Cancellation. MCO 5510.10A.

3. Information. Essential information of lasting importance to the Marine Corps is contained in SPECAT communications. A central repository for such messages is located at Headquarters Marine Corps in the History and Museums Division.

4. Action

a. Addressees will retain SPECAT messages, both incoming and outgoing, that have not been routed to CMC by the originator or through readdressal. These messages will be reviewed to determine their value as Marine Corps historical documents. Messages determined to be of historical value will be transmitted to the Commandant of the Marine Corps (HDH-4) when they are no longer of current value to originating/receiving commands. Messages determined not to have historical value will be filed, retained, and disposed of as directed by reference (a). Copies of these messages will be transmitted by registered mail or courier in accordance with their security classifications.

b. All SPECAT messages received at Headquarters Marine Corps with a Marine Corps originator or addressee or which pertain to the Marine Corps will be referred to the cognizant staff agency when they become 1 year old for determination of continued applicability of protective markings and subsequent transfer to the History and Museums Division.

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5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



**E. H. SIMMONS**  
**Director of**  
**History and Museums**

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