

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-174-09-1	
1. FROM (Agency or establishment) U. S. Department of Labor		DATE RECEIVED 4/22/09	
2. MAJOR SUBDIVISION Office of Inspector General		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Div. of Technology and Info Services, Br. of Information Technology		DATE <i>8/12/09</i> <i>for</i> ARCHIVIST OF THE UNITED STATES <i>Michael Kay</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Kim Pacheco	5. TELEPHONE 202-693-5113		

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 1 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required, ☐ is attached, or ☐ has been requested

DATE 4-13-2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Aaron H. Huntley</i>	TITLE Departmental Records Officer
-------------------	---	---------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1 - 3	U.S. Department of Labor Office of Inspector General (OIG) Division of Technology and Information Services Branch of Information Technology Record Group 174 OIG E-mail Archive System (EMAIL) See Attached	New	

**US Department of Labor (DOL)
Office of Inspector General (OIG)
Division of Technology and Information Services
Branch of Information Technology**

Name of Electronic System: OIG E-mail Archive System (EMAIL)

Purpose of the System:

The OIG e-mail archive system consists of e-mail received and sent by the OIG. The system is a means for archiving, retaining, and retrieving e-mail. Archive feature is a necessary part of an overall compliance program. OIG uses a commercial off-the-shelf (COTS) e-mail archive system as a supplemental system to search and retrieve e-mails when needed, at a lower cost than searching for data on .pst e-mail export files or backup tapes. Archiving reduces compliance risk and provides operational efficiencies related to cost of locating accidentally deleted e-mails, provides users time to properly file e-mails into appropriate record keeping systems. Software provides reference assistance and search ability for e-mail content held in the overall OIG record keeping system. When an e-mail message is 60 days old, it is moved from Microsoft Outlook and retained in a folder for that fiscal year within the archive mail system. E-mail is retained in the archive system for three (3) fiscal years before deletion. In the event of a disaster, the e-mail archive server is supported with two levels of e-mail back up servers. Data stored on the archive server is backed up to tape and stored off-site.

Note: The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium. The records are media neutral.

Paper and electronic records are disposed of in accordance with DOL OIG Record Schedules and/or the appropriate NARA General Records Schedules. E-mails required to be retained are placed into OIG record keeping systems within sixty (60) days of creation or receipt of the message.

1. ~~**Inputs:** Inputs consist of all incoming and outgoing e-mail messages moved from the Microsoft Outlook Mailbox when they are equal to or greater than sixty (60) days old.~~

~~**Disposition:** Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later (GRS 20, item 2b).~~

2. **Master File:** (Archive) All Incoming and Outgoing e-mail messages moved from all Microsoft Outlook OIG mailboxes in Regional and Resident offices located in the Washington, DC, New York, New York; Chicago, Illinois; Philadelphia, Pennsylvania; Dallas, Texas; Los Angeles, California; and Atlanta, Georgia regions when they are equal to or greater than sixty (60) days old.

Disposition: Temporary. Cut off at end of fiscal year. Delete 3 years after cutoff.

3. **Outputs:** Copies of e-mail messages retrieved from the Master File (Archive).

Disposition: Temporary. Delete when no longer needed for administrative, legal, or business purposes (GRS 20, item 5).

4. **System Back-up Tape.** Back-up tapes of data stored on the archive server are maintained off-site for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary.

- a. Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later. (GRS 24, Item 4 (a)(1))
- b. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. (GRS 24, Item 4 (a)(2)).

5. **System Documentation:** System documentation is located within OIG headquarters in the Frances Perkins Building. System documentation consists of description and operating manuals for the software application; user manuals; description of the operating environment; software and hardware operating requirements; administrative procedures; system administrator operating instructions and procedures; business rules; and office operating procedures.

Disposition: Temporary. Destroy or delete when the OIG E-mail Archive system is superseded or becomes obsolete (GRS 20, item 11).