

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-NU-2019-0009

Status: APPROVED
Date Approved: 04/11/2024

General Information

Agency or Establishment	Department of the Navy
Record/Scheduling Group	NU - Navy Undifferentiated Scheduling Group
Records Schedule Applies To	Agency-wide
Schedule Subject	Telecommunications and Information Technology
Additional Schedule Information	<p>Department of the Navy Records Schedule 2023 revision - Chapter 2 Telecommunications and Information Technology</p> <p>This update to Chapter 2 Department of the Navy, Records Management Program (SECNAV 5210.1) implements a 3-year retention period for email and other types of electronic messages of non-Capstone officials, which are not captured by existing records schedules using traditional records management.</p> <p>The emails to be disposed under this new schedule are not emails that must be preserved to meet agency business needs to document the policies and transactions of the Federal Government adequately and properly. The Department of the Navy (DON) has schedules in place to preserve these records. Emails and other types of electronic messages that meet the definition of a record are captured in the agency-approved electronic record keeping system under the appropriate applicable record schedule.</p> <p>This schedule provides the DON the ability to dispose of those emails that are not records, or that are transitory, and are not captured by other schedules using a traditional records management approach.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-NU-2019-0009

Item #	Title	Disposition
0001	2000-58 Email and Other Types of Electronic Messages of Non-Capstone Officials	Temporary

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Records Schedule Items

DAA-NU-2019-0009-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	2000-58 Email and Other Types of Electronic Messages of Non-Capstone Officials	
Item Description	<p>This schedule implements a 3-year retention period for email and other types of electronic messages of non-Capstone officials, which are not captured by existing records schedules using traditional records management. This includes emails and other types of electronic messages created, sent, or received by all other agency personnel (including military, civilian and contractors) who are not designated as Capstone Officials.</p> <p>The emails disposed under this new schedule are not emails that must be preserved to meet agency business needs to adequately and properly document the policies and transactions of the Federal Government – emails that meet the definition of a record are typically captured in the agency-approved electronic record keeping system under the appropriate applicable record schedule to allow the government to defend itself in litigation or vindicate a plaintiff’s rights in the event the Government has infringed on them.</p> <p>This schedule does not absolve the Department of the Navy (DON) of these responsibilities; it provides the DON the ability to dispose of those emails that are not captured under the Capstone approach or by existing record schedules using traditional records management. The Department of the Navy (DON) has over 660 bucket schedules in place to preserve these records. The schedules are media neutral and apply to email records as well. For example, email comprising general correspondence relating to recruitment fall under record schedule General Correspondence (Military Personnel), DAA-NU-2015-0001-0031, while email and messages for the Navy and Marine Corps Fleet Command is scheduled under Navy and Marine Corps Fleet Command (FLAG) Files, DAA-NU-2015-0003-0004. These emails will be captured within the official DON electronic record keeping system.</p>	
Is this item media neutral?	No	
Media limitation	Digital only	

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Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	2000-58
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Other: Destroy when 3 years old, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	04/09/2019
Approve	Colleen Shogan	04/11/2024