



Denise Pullen &lt;denise.pullen@nara.gov&gt;

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**[FRC] DRAFT: Guidance on a New Approach to Managing Email Records**

8 messages

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**Angela Dorsey** <angela.dorsey@nara.gov>  
Reply-To: Federal Records Council <FRC@listserv.gsa.gov>  
To: FRC@listserv.gsa.gov

Thu, May 30, 2013 at 3:07 PM

Colleagues,

We are requesting comments on a draft of an upcoming NARA Bulletin that creates a new approach to managing email. NARA bulletins are designed to provide fundamental guidance to Federal agencies who must then determine the most appropriate ways to incorporate the guidance into their work.

This draft Bulletin will provide Federal agencies with guidance about the "Capstone" approach to managing email. It will allow agencies to declare a certain subset of email accounts as permanent and other accounts as temporary. It will allow agencies to manage these accounts instead of managing individual email messages. The Bulletin will identify the considerations for this new approach.

Please make your comments about the draft Bulletin and any suggestions by June 14, 2013. This draft is also being sent to the Senior Agency Officials (SAOs). We will review all the comments we receive. Please use the attached Draft Review Form for your comments.

Thank you for your input!

Paul M. Wester, Jr.  
Chief Records Officer  
for the U.S. Government  
National Archives and Records Administration

You are receiving this message because you are a member of the Federal Records Council. The National Archives and Records Administration sponsors this list. If you have any questions about the list please contact Laura McCarthy, ([laura.mccarthy@nara.gov](mailto:laura.mccarthy@nara.gov)).

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**2 attachments**

**Capstone Email Bulletin\_Draft\_05302013.docx**  
41K



**DRF for Capstone-FRC-SAO.docx**  
30K

**Bridges, Carmelita** <carmelita.bridges@hud.gov>  
Reply-To: Federal Records Council <FRC@listserv.gsa.gov>  
To: FRC@listserv.gsa.gov

Thu, Jun 13, 2013 at 3:33 PM

We have reviewed the draft approach and concur without comments.

Carmelita F. Bridges  
U.S. Dept of Housing and Urban Development  
Departmental Records Officer  
Records and Directives Branch  
[202.402.7374](tel:202.402.7374)

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**Donald Rosen** <donald.rosen@nara.gov>  
To: "Pullen, Denise" <denise.pullen@nara.gov>

Thu, Jun 13, 2013 at 3:47 PM

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**Angela Dorsey** <angela.dorsey@nara.gov>  
To: "Pullen, Denise" <denise.pullen@nara.gov>

Thu, Jun 13, 2013 at 4:19 PM

----- Forwarded message -----

From: **Bridges, Carmelita** <carmelita.bridges@hud.gov>  
Date: Thu, Jun 13, 2013 at 3:33 PM

[Quoted text hidden]

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**Paul Wester** <paul.wester@nara.gov> Fri, Jun 14, 2013 at 7:59 PM  
To: "Pullen, Denise" <denise.pullen@nara.gov>, Donald Rosen <donald.rosen@nara.gov>, "Scheiber, Meredith" <meredith.scheiber@nara.gov>, "Clavelli, Lisa" <lisa.clavelli@nara.gov>, "Curry, Sean" <sean.curry@nara.gov>, Arian Ravanbakhsh <Arian.Ravanbakhsh@nara.gov>, "Coleman, Casey" <casey.coleman@nara.gov>, "Cron, Bethany" <bethany.cron@nara.gov>, Jill Hudson <jill.hudson@nara.gov>, "Huff, Preston" <preston.huff@nara.gov>, Jill Snyder <jill.snyder@nara.gov>  
Cc: Margaret Hawkins <margaret.hawkins@nara.gov>, "Brewer, Laurence" <laurence.brewer@nara.gov>

Denise, Don, Lisa, and Meredith:

Below is a message I received from Peggy Grafeld this evening. She and I also just had about a 60 minute conversation about Capstone and several other major records and information security management issues that are confronting the State Department. I believe Lisa and Meredith are familiar with all of the issues (and thanks to you both for keeping me apprised of their different challenges!).

Because of State's other records management issues, and actually how Capstone impacts or may impact (if implemented at State) these same issues (the Benghazi document production for Congressional oversight committees (b) (5) , State is going to need much more time to review the policy, and get internal clearance on their comments, before they can get back to us.

After some back and forth (Peggy thought Capstone would be vetted by the end of the summer; I told her that was too long for us to wait for her comments), we agreed that we would complete our analysis of comments, make revisions, etc., and then I would get back with her on where our thinking and implementation is sometime during the week of July 9th.

If I hear anything more about this while I am away, I'll let you know.

Lisa and Meredith - please let Don know if you hear anything from Tashia or anyone else at State about what is

going on with Capstone from their perspective. No need to initiate any follow up-- just report back what you hear from Tashia and the others over there.

Thanks - Paul

Paul M. Wester, Jr.  
Chief Records Officer for the U.S. Government  
National Archives and Records Administration  
301-837-3120

----- Forwarded message -----

From: **Grafeld, Margaret P** <GrafeldMP@state.gov>  
Date: Fri, Jun 14, 2013 at 6:18 PM  
Subject: [FRC] DRAFT: Guidance on a New Approach to Managing Email Records  
To: "paul.wester@nara.gov" <paul.wester@nara.gov>

Paul,

It's been a while since we've gotten together on matters of mutual interest (b) (6)

(b) (6)

I hope all is well with you, both at work and at home.

Challenging times for us all!

On behalf of our SAO Under Secretary Kennedy, I wanted to reassure you that the State Department takes the proposed Capstone initiative very seriously and, with that in mind, would like to have an opportunity to give the same fulsome analysis and vetting that NARA did over the course of the months prior to its dissemination for comment. Senior State leaders representing the cross cutting areas of interest and responsibility (including the CIO, records management, the Secretariat, management policy, and the Legal Adviser) are engaged in working through significant issues associated with the proposed Capstone approach. Due to the complexity of the issues associated with its implementation and the significant long term ramifications, I'm sure you can appreciate from your experience in the background effort at NARA that we need additional time for substantive vetting in order to provide a comprehensive response and way forward for the Department that satisfies all the equities and requirements. Additionally, many of us, as well as our senior decision makers, are dealing with the press of other urgent business and must juggle our priorities as we work through our vetting process.

In the interim, we would appreciate your sharing the feedback from other agencies and any revisions to the Capstone approach that you may be considering.

Please don't hesitate to contact me should you want to discuss this or any records issues.

With best regards,

Peggy

**Margaret P. Grafeld**

**Deputy Assistant Secretary**

**Global Information Services**

**A/GIS, State Annex 2**

**202-261-8300 (phone)**

**202-663-2228 (fax)**

**[GrafeldMP@state.gov](mailto:GrafeldMP@state.gov)**

This email is UNCLASSIFIED.

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**Angela Dorsey** <[angela.dorsey@nara.gov](mailto:angela.dorsey@nara.gov)>  
To: "Pullen, Denise" <[denise.pullen@nara.gov](mailto:denise.pullen@nara.gov)>

Mon, Jun 17, 2013 at 8:16 AM

----- Forwarded message -----

From: <[jennifer.hudson@dni.gov](mailto:jennifer.hudson@dni.gov)>

Date: Fri, Jun 14, 2013 at 8:06 AM

Subject: FW: [FRC] DRAFT: Guidance on a New Approach to Managing Email Records

To: [angela.dorsey@nara.gov](mailto:angela.dorsey@nara.gov)

Hi Angela,

ODNI has reviewed and concurs without comments.

Thanks,  
Jennifer Hudson  
Chief, Information and Data Management Group  
ODNI

-----Original Message-----

From: Federal Records Council [mailto:[FRC@LISTSERV.GSA.GOV](mailto:FRC@LISTSERV.GSA.GOV)] On Behalf Of Angela Dorsey

Sent: Thursday, May 30, 2013 3:07 PM

To: [FRC@LISTSERV.GSA.GOV](mailto:FRC@LISTSERV.GSA.GOV)

Subject: [FRC] DRAFT: Guidance on a New Approach to Managing Email Records

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Chief Records Officer  
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**Angela Dorsey** <[angela.dorsey@nara.gov](mailto:angela.dorsey@nara.gov)>  
To: "Pullen, Denise" <[denise.pullen@nara.gov](mailto:denise.pullen@nara.gov)>

Mon, Jun 17, 2013 at 8:21 AM

----- Forwarded message -----

From: **Wyatt, Christine** <[Christine.Wyatt@ed.gov](mailto:Christine.Wyatt@ed.gov)>

Date: Fri, Jun 14, 2013 at 8:53 AM

Subject: FW: [FRC] DRAFT: Guidance on a New Approach to Managing Email Records

To: Angela Dorsey <[angela.dorsey@nara.gov](mailto:angela.dorsey@nara.gov)>

I have reviewed the draft approach and concur without comments.

Christine Wyatt, PMP  
Performance Management | Records and Information Management Group  
(202) 377- 4364 | [christine.wyatt@ed.gov](mailto:christine.wyatt@ed.gov)

-----Original Message-----

From: Federal Records Council [mailto:[FRC@LISTSERV.GSA.GOV](mailto:FRC@LISTSERV.GSA.GOV)] On Behalf Of Angela Dorsey  
Sent: Thursday, May 30, 2013 3:07 PM  
To: [FRC@LISTSERV.GSA.GOV](mailto:FRC@LISTSERV.GSA.GOV)  
Subject: [FRC] DRAFT: Guidance on a New Approach to Managing Email Records

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**Angela Dorsey** <[angela.dorsey@nara.gov](mailto:angela.dorsey@nara.gov)>  
To: "Pullen, Denise" <[denise.pullen@nara.gov](mailto:denise.pullen@nara.gov)>

Mon, Jun 17, 2013 at 8:22 AM

----- Forwarded message -----

From: (b) (3) 403g  
Date: Fri, Jun 14, 2013 at 5:02 PM  
Subject: RE: [FRC] DRAFT: Guidance on a New Approach to Managing Email Records  
To: [angela.dorsey@nara.gov](mailto:angela.dorsey@nara.gov), [paul.wester@nara.gov](mailto:paul.wester@nara.gov)  
Cc: [lisa.clavelli@nara.gov](mailto:lisa.clavelli@nara.gov)

Angela and Paul,  
CIA does not have any substantive comments on the draft bulletin, other than we welcome NARA's recognition of this additional approach for managing email and look forward to incorporating this guidance into our email management strategy.

Regards,

(b)

(^)

(b) (3) 403g  
CIA/Information Management  
(b) (3) 403g

-----Original Message-----

From: Federal Records Council [mailto:[FRC@LISTSERV.GSA.GOV](mailto:FRC@LISTSERV.GSA.GOV)] On Behalf Of Angela Dorsey  
Sent: Thursday, May 30, 2013 3:07 PM  
To: [FRC@LISTSERV.GSA.GOV](mailto:FRC@LISTSERV.GSA.GOV)

6/17/13

National Archives & Records Administration Mail - [FRC] DRAFT: Guidance on a New Approach to Managing Email Records

Subject: [FRC] DRAFT: Guidance on a New Approach to Managing Email Records

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