

AGENCY CERTIFICATION OF COMPLIANCE WITH NARA TRANSFER REQUIREMENTS

E-Mail Messages with Attachments

Please respond to the following questions by checking “Yes” or “No”. For each questions where a “No” response is indicated, please respond to the additional questions explaining how the questions is handled in your agency. Upon complete, please sign and submit to NARA with the completed notification forms for permanent records that are not maintain in an electronic format.

Record Series/System:	
<p>1. Can e-mail messages and their attachments be transferred to NARA in a standard markup language (e.g., XML, HTML)?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>2. If no, is there technical documentation that identifies the proprietary format and structure of the e-mail records (i.e., to, from, date, subject)?</p> <p>If no to 2:</p> <p>a. What are the names and versions of all e-mail applications used to support the records in the proposed transfer (e.g., Microsoft Exchange 5.5)?</p> <p>b. What export formats (and versions) does the e-mail system support?</p> <p>c. How does the e-mail system software define the structure of the e-mail messages (i.e., to, from, date, body of message, etc.)?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>3. Does the e-mail system capture the intelligent, plain-English names of senders and recipients?</p> <p>a. If no, are nicknames, group lists, or other codes cross-referenced to intelligent names? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>b. Will appropriate documentation translating these nicknames, group lists, and codes be available at the time of transfer? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>c. Is there a master directory of all the intelligent names of agency users? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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4. Are transmission and receipt data automatically captured by the system and associated with the message content?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are attachment to e-mail messages either stored with or linked to the parent message? a. Can attachments that are not stored with their related e-mail messages (i.e., linked) be transferred to NARA as a physical unit (i.e., the attachment is physically linked to the related e-mail message)? Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Are there provision for assuring the integrity and continued usability of the electronic records until they are ready for transfer to NARA?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Designated Agency Representative	Date
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