

NARA Bulletin 20XX-XX

TO: Heads of Federal agencies

SUBJECT: Revoked NARA Bulletins

EXPIRATION DATE: Expires when revoked or superseded.

1. What is the purpose of this bulletin?

As stated in NARA Bulletin [2016-01, Guidance on NARA Bulletin Expiration Dates](#), NARA reviews Bulletins on an ongoing basis to ensure the guidance is accurate and the expiration dates reflect the current status of the Bulletin. During the last review, NARA determined that four Bulletins contained outdated content and should be revoked. The purpose of this Bulletin is to immediately revoke these four Bulletins so that they are no longer in effect.

2. Which NARA Bulletins are revoked?

The following NARA bulletins are revoked and no longer in effect:

Bulletin Number and Title	Date Issued
2008-07: Endorsement of DoD Electronic Records Management Software Applications Design Criteria Standard, version 3	September 10, 2008
2009-03: Pre-accessioning Permanent Electronic Records	July 30, 2009
2010-02: Continuing Agency Responsibilities for Scheduling Electronic Records	February 5, 2010
2014-06: Guidance on Managing Email	September 15, 2014

These bulletins will be labeled as “revoked” and moved to NARA’s [past bulletins webpage](#).

3. Why is NARA revoking these bulletins?

NARA 2008-07: Endorsement of DoD Electronic Records Management Software

Applications Design Criteria Standard, version 3

We are revoking this bulletin because of the pending revision of [DoD 5015.02-STD](#) as well as the work by NARA's Office of the Chief Records Officer to establish the [Federal Electronic Records Modernization Initiative \(FERMI\)](#). FERMI established initiatives to help agencies obtain electronic records management services and solutions meeting NARA requirements. We created the [Universal Electronic Records Management Requirements](#) and established GSA Special Item Number (SIN) [518210ERM, Electronics Records Management Solutions Electronic Records Management Solutions \(ERM\)](#). The SIN enables agencies to procure a total electronic records management solution, including the access, maintenance, control, storage, disposition, and transfer of electronic records.

NARA 2009-03: Pre-accessioning Permanent Electronic Records

We are revoking this bulletin because NARA is no longer approving records schedules with pre-accessioning instructions. NARA will continue to accept any pre-accession transfers for already approved schedules. We will continue to discuss the possibility of an early transfer of custody, especially where there are no access restrictions on the records.

NARA 2010-02: Continuing Agency Responsibilities for Scheduling Electronic Records

We are revoking this bulletin because it contains outdated language on agency reporting, contact information, and scheduling and transfer requirements that have been updated since the bulletin was issued. The bulletin also contains references to the previous version of OMB A-130, which was updated in 2016.

NARA 2014-06: Guidance on Managing Email

We are revoking this bulletin because it contained reminders about email management related to M-14-16, which has been revoked and replaced by [OMB M-19-21, Transition to Electronic Records](#). NARA's email management guidance can be found in NARA Bulletin [2013-02](#), on the Capstone approach to managing email records, NARA bulletin [2014-04](#), on file formats for permanent email, NARA bulletin [2015-04](#), on metadata, and in the 2016 [Success Criteria](#) for Managing Email. NARA has been collecting [reporting data](#) from agencies on federal email management since 2016.

4. How can I get more information about these revoked NARA bulletins?

For more information about these NARA bulletins, contact rmstandards@nara.gov.

DRAFT