Records Schedule: DAA-0016-2017-0002

# **Request for Records Disposition Authority**

Records Schedule Number	DAA-0016-2017-0002
Schedule Status	Approved
Agency or Establishment	Department of Agriculture
Record Group / Scheduling Group	Records of the Office of the Secretary of Agriculture
Records Schedule applies to	Department-wide
Schedule Subject	USDA Legacy Email System
Internal agency concurrences will be provided	No

#### Background Information

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items		Number of Withdrawo Disposition Iten.s
1	0	1	0

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### GAO Approval

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## Outline of Records Schedule Items for DAA-0016-2017-0002

Sequence Number	
1	USDA Legacy Email Systems
1.1	USDA Legacy Email Systems Disposition Authority Number: DAA-0016-2017-0002-0001

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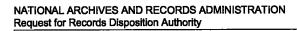
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## Records Schedule Items

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Sequence Number			· • •
1	USDA Legacy Email System	S	
1.1	USDA Legacy Email System	1	• •
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	systems prior to 2011. USDA different email systems (Now others) these files are in old has been obsolete for quite s There is no capability to rest systems. Prior to 2011 the pr records and after 2011 USD reasons listed above we are email records were printed a schedule. The agency canno 2011; temporary and perman and metadata was not prese applies to all USDA compon Research Service; Animal an Policy and Promotion; Econo and Nutrition Service; Food Service; Forest Service; Gra National Agricultural Statistic	DAA-0016-2017-0002-0001 me non-recurring disposal for all extant legacy email A has an abundance of tape backup data for multiple rell 4.11 – 5.0 and Novell 4.0 – 6.0 GroupWise and formats and cannot be restored. This technology some time and is no longer trustworthy or accessible ore data to current email systems or network file rint and file policy was in place to maintain the all A adopted Proofpoint for their email system. For the asking to destroy these files. Prior to 2011 permane and maintained with the appropriate related records of apply the Capstone approach to emails prior to nent accounts cannot be identified and separated, rved for the majority of older email. This schedule ents. Agricultural Marketing Agency; Agricultural and Plant Health Inspection Service; Center for Nutrition Safety and Inspection Service; Foreign Agricultural in Inspection, Packers, and Stockyards Administration ation Service; Risk Management Agency, and Rural	ent ion ion;
	Final Disposition	Temporary	
	Item Status	Active	۱.
	Is this item media neutral?	No	. †
	Explanation of limitation	The records are solely electronic.	
	Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Νο	• • • •
	Disposition Instruction		
	Retention Period	Destroy immediately after approval of the schedule	, ;
	Additional Information		· · ·

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Records Schedule: DAA-0016-2017-0002

GAO Approval

Not Required

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## **Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

#### Signatory Information

Date	Action	Ву	Title	Organization
05/31/2017	Certify	Erin Brando	Agency Records Off icer	Staff Offices - RG 16
07/31/2017	Submit for Concur rence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
08/03/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist