

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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

Records Schedule Items

Sequence Number	
1	<p>USDA Legacy Email Systems</p>
1.1	<p>USDA Legacy Email Systems</p> <p>Disposition Authority Number DAA-0016-2017-0002-0001</p> <p>USDA is requesting a one-time non-recurring disposal for all extant legacy email systems prior to 2011. USDA has an abundance of tape backup data for multiple different email systems (Novell 4.11 – 5.0 and Novell 4.0 – 6.0 GroupWise and others) these files are in old formats and cannot be restored. This technology has been obsolete for quite some time and is no longer trustworthy or accessible. There is no capability to restore data to current email systems or network file systems. Prior to 2011 the print and file policy was in place to maintain the all records and after 2011 USDA adopted Proofpoint for their email system. For the reasons listed above we are asking to destroy these files. Prior to 2011 permanent email records were printed and maintained with the appropriate related records schedule. The agency cannot apply the Capstone approach to emails prior to 2011; temporary and permanent accounts cannot be identified and separated, and metadata was not preserved for the majority of older email. This schedule applies to all USDA components. Agricultural Marketing Agency; Agricultural Research Service; Animal and Plant Health Inspection Service; Center for Nutrition Policy and Promotion; Economic Research Service; Farm Service Agency; Food and Nutrition Service; Food Safety and Inspection Service; Foreign Agricultural Service; Forest Service; Grain Inspection, Packers, and Stockyards Administration; National Agricultural Statistics Service; National Institute of Food and Agriculture; Natural Resources Conservation Service; Risk Management Agency, and Rural Development Agency.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation The records are solely electronic.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after approval of the schedule</p> <p>Additional Information</p>

GAO Approval

Not Required

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	By	Title	Organization
05/31/2017	Certify	Erin Brando	Agency Records Officer	Staff Offices - RG 16
07/31/2017	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/03/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist