

(To be provided Army.)

## SCHEDULING TEMPORARY ARMY ELECTRONIC RECORDS

Through the MARKS re-design project, ca. 750 short term Army series have disposition instructions that are media neutral and also provide disposal authority for electronic copies (electronic mail and word processing).

The MARKS manual includes an additional 2000 temporary series with fixed retention retention periods. NWML will review each of these series, item by item.

We expect that the value of the majority of these series would not be enhanced were they converted to an electronic medium. For these series, we will add to the MARKS manual the following disposition instructions:

- A. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- B. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- C. Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

For those series where conversion to an electronic medium may enhance the value of the records, we will add to the MARKS manual disposition instructions only for the electronic copies created using electronic mail and word processing. Disposition instructions for the related electronic copies will also be added for all of the ca. 500 permanent series.

After NWML has completed its review and has obtained concurrence from NARA stakeholder units, draft Requests for Records Disposition Authority (SF 115) will be sent to Army for signature. On receipt of the signed SF 115s, NWML will publish notice in the Federal Register and after the comment period has expired, NWML will initiate the formal approval process including signature by the Archivist of the United States.

For ease of processing, all permanent items, where we only are adding electronic copies, will be included in a single schedule. The remaining temporary items will be divided into multiple schedules, each containing file series in specified MARKS categories. We would anticipate anywhere from 10 to 20 of such schedules.

This initiative builds on the progress made by Army through the MARKS re-design schedules. On approval of the schedules that result from this initiative, Army will have disposal authority for all its electronic copies, not just the ones associated with K6 and KE6 series or with series covered by SF 115s submitted after NARA mandated the inclusion of electronic copies on new schedules.

In addition, the Army manual will be media neutral for the vast majority of the series it includes. This will facilitate the agency's move towards electronic recordkeeping.

As a parallel initiative, Linda Genovese and possibly other NWML staff will work with Army to develop schedules for permanent and potentially permanent electronic systems. Army has already inventoried its electronic systems, a major undertaking of great significance. We will work with Army to expedite the scheduling of these records, by handling most of the temporary systems as outlined above and by drafting schedules for those systems likely to be permanent.

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