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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0168-2016-0010

Request for Records Disposition Authority

Records Schedule Number DAA-0168-2016-0010
Schedule Status Returned Without Action
Agency or Establishment National Guard Bureau
Record Group / Scheduling Group Records of the National Guard Bureau
Records Schedule applies to Agency-wide
Schedule Subject National Guard Bureau Joint Staff Email Management
Internal agency concurrences will be provided No

Background Information

The following is a proposed email records disposition schedule is based on NARA's Capstone approach to managing emails. Currently National Guard Bureau Joint Staff does not have necessary IT to utilize NARA GRS 6.1 for Capstone management of emails so a separate NGB disposition schedule will have to be submitted to NARA for approval. All emails dispositions apply to both unclassified and classified systems with the exception of national intelligence related emails falling under Executive Order 12333, DoD Regulation 5240.01 and manual DoD 5240.01 of this proposed email disposition schedule.

This schedule is date-forward beginning in FY 2016.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0168-2016-0010**

Outline of Records Schedule Items for DAA-0168-2016-0010

Sequence Number	
1	Senior Leadership Officials Disposition Authority Number: DAA-0168-2016-0010-0001
2	Non-Leadership National Guard Personnel – Military, Civilian and Contractors Disposition Authority Number: DAA-0168-2016-0010-0002
3	Clerical, Customer Service and Manual Labor Accounts Disposition Authority Number: DAA-0168-2016-0010-0003
4	E-mail Retention Exceptions Disposition Authority Number: DAA-0168-2016-0010-0004

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Records Schedule Items

Sequence Number	
1	<p data-bbox="413 412 786 446">Senior Leadership Officials</p> <p data-bbox="413 466 1197 495">Disposition Authority Number DAA-0168-2016-0010-0001</p> <p data-bbox="413 519 1555 1332">Senior officials designation for records management is based on an individual's function within the National Guard, regardless of rank and must include those serving for longer than 60 days in acting capacities as well. Once captured, only designated officials will be able to access the information. Classified and unclassified accounts will be retained with appropriate security measures for the security level and email accounts managed by other staff (such as personal assistants). This policy applies to all email regardless of the address names used by the official for agency business, such as nicknames or office title names. Email from personal or non-official email accounts in which official agency business is conducted is also included. 1) Chief, Vice Chief, Army and Air National Guard Directors, Director of the Joint Staff, Senior Enlisted Advisor(s), Chiefs of Staff, and Inspector General of the National Guard Bureau 2) Heads of Directorates, Chief Counsel, Chief Information Officer, and/or similar positions or their equivalent(s); 3) Deputies of all positions in categories 1 and 2, and/or their equivalent(s); 4) Executive Officers, special or staff assistants, confidential assistants, military aids, staff assistants or their equivalents to those in categories 1 and 2; 5) Bureau Chiefs within significant program offices, and/or their equivalent(s); 6) The Adjutant Generals of the States, Territories and DC; 7).Roles or positions that routinely provide advice and oversight to the agency, including: General Counsels, Chiefs of Staff, Inspectors General, etc.; and 8) Additional roles and positions that predominately create permanent records related to mission critical functions or policy decisions and/or are of historical significance.</p> <p data-bbox="413 1351 976 1383">Final Disposition Permanent</p> <p data-bbox="413 1402 967 1434">Item Status Withdrawn</p> <p data-bbox="413 1453 875 1485">Is this item media neutral? Yes</p> <p data-bbox="413 1504 863 1630">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 data-bbox="413 1666 720 1698">Disposition Instruction</p> <p data-bbox="413 1717 1085 1815">If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p data-bbox="413 1834 1503 1904">Cutoff Instruction Cut off 15 years after the official retires or resigns from NG service, or after declassification review</p>

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(when applicable), whichever is later. Ownership of the emails will be transferred to NARA.

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2031

How frequently will your agency transfer these records to the National Archives? Every 15 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	0.5 TB
Paper		
Microform		
Hardcopy or Analog Special Media		

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Non-Leadership National Guard Personnel – Military, Civilian and Contractors

Disposition Authority Number DAA-0168-2016-0010-0002

Professional and management personnel not listed in line item 1.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Created and maintained in electronic format.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Destroy when 7 years old, but longer retention is authorized if required for business use.

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Additional Information

GAO Approval Not Required

Clerical, Customer Service and Manual Labor Accounts

Disposition Authority Number DAA-0168-2016-0010-0003

Positions that primarily receive non-record or duplicative email– military, civilian and contractors

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Created and maintained in electronic format.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Destroy when 3 years old, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

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E-mail Retention Exceptions

Disposition Authority Number DAA-0168-2016-0010-0004

E-mail that comes in the temporary possession of the National Guard and is determined to be unlawful for retention or use in accordance with Executive Order 12333 (and DoD Regulation 5240.01 and DoD Manual 5240.01) will not be retained or archived. These are temporary files to be deleted in accordance with the references or succeeding laws, regulations and/or directives.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Created and maintained in electronic format.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

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Disposition Instruction

Retention Period

Destroy immediately after receipt of email.

Additional Information

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	By	Title	Organization
09/26/2016	Certify	Carl Stowe	Records Officer	NGB - NGB
07/28/2017	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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