

# WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0087-2017-0001

## Request for Records Disposition Authority

Records Schedule Number      DAA-0087-2017-0001  
Schedule Status                 Returned Without Action

Agency or Establishment        U.S. Secret Service  
Record Group / Scheduling Group   Records of the U.S. Secret Service  
Records Schedule applies to     Agency-wide  
Schedule Subject                 Email Managed under a Capstone Approach – U.S. Secret Service  
Internal agency concurrences will be provided      No

Background Information            This schedule applies to all email, regardless of how the email messages are managed or what email technology is used. Email, in the context of this schedule, also includes any associated attachments. This schedule may apply to records affiliated with other commonly available functions of email programs such as calendars/ appointments, tasks, etc.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	3

### GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0087-2017-0001**

## Outline of Records Schedule Items for DAA-0087-2017-0001

Sequence Number	
1	Email of Capstone officials. Disposition Authority Number: DAA-0087-2017-0001-0001
2	Official Messages. Disposition Authority Number: DAA-0087-2017-0001-0002
3	Email of Non-Capstone Officials. Disposition Authority Number: DAA-0087-2017-0001-0003

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Records Schedule: DAA-0087-2017-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Email of Capstone officials.</b></p> <p>Disposition Authority Number      DAA-0087-2017-0001-0001</p> <p><b>Capstone Officials are senior officials designated by account level or by email addresses, whether the addresses are based on an individual's name, title, a group, or a specific program function. In the U.S. Secret Service, Capstone Officials are those officials defined as "Executives" under Department of Homeland Security (DHS) Enterprise Records Schedule Number DAA-0563-2013-0005, "Executive Level Records." This includes those officials in an acting capacity for any of the above positions longer than 60 days. The agency may also include individual emails from otherwise temporary accounts appropriate for permanent disposition in this category. If a Capstone official has more than one agency-administered email account, this item applies to all accounts. If a Capstone official has an email account managed by other staff (such as personal assistants, confidential assistants, or administrative assistants), this item applies to those accounts. This item applies to all email regardless of the address names used by the Capstone official for agency business, such as nicknames or office title names.</b></p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Withdrawn</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            Not media neutral; applies to records managed in an electronic format only.</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at end of the calendar year in which the Capstone official separates from the agency.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 25 year(s) after cutoff, or after declassification review (when applicable), whichever is later.</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?                      Unknown</p>

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		Date span will begin no later than 01/01/2017. End date will depend upon departure date of Capstone official(s).
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
2	<b>Official Messages.</b>	
	Disposition Authority Number	DAA-0087-2017-0001-0002
	<b>Accounts established for each Secret Service office which provide a formal and consistent means of electronically disseminating Executive level decisions and communications, as well those at other managerial levels within the organization.</b>	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off annually at the end of each calendar year.
	Transfer to the National Archives for Accessioning	Transfer in 5 year blocks to the National Archives 25 year(s) after cutoff, or after declassification review (when applicable), whichever is later.
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	From 2000 To 2005
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
3	<b>Email of Non-Capstone Officials.</b>	
	Disposition Authority Number	DAA-0087-2017-0001-0003
	<b>Email of all other officials, staff, and contractors not included in item 1.</b>	
	Final Disposition	Temporary
	Item Status	Withdrawn

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Is this item media neutral?	Yes
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	
Retention Period	Delete when 7 years old, but longer retention is authorized if required for business use.
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
12/29/2016	Certify	Damian Kokinda	Records Officer	Office of Strategic Planning and Policy - Management and Organization Division
06/15/2017	Return Without Action	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1