

Request for Records Disposition Authority

Records Schedule Number DAA-0065-2013-0002

Schedule Status Returned Without Action

Agency or Establishment Federal Bureau of Investigation

Record Group / Scheduling Group Records of the Federal Bureau of Investigation

Records Selected Applies to Agency-wide

Schedule Subject Electronic-Mail (E-Mail) of all FBI users, including the Director and Senior FBI Officials

Internal agency concurrences will be provided No

Background Information Non-Transitory Record E-Mail
A non-transitory e-mail is needed for more than 180 days and contains information which provides substantive documentation of the FBI's policies and actions, contains important and/or valuable evidentiary information, or is required to be maintained by law or regulation. Non-transitory record e-mails are to be recorded in an FBI recordkeeping system and are retained commensurate with the retention period for the related classification.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	2

GAO Approval

Outline of Records Schedule Items for DAA-0065-2013-0002

Sequence Number	
1	Electronic-Mail (E-Mail) of all FBI users, including the Director and Senior FBI Officials
1.1	Non-Record E-mail Disposition Authority Number: DAA-0065-2013-0002-0001
1.2	Transitory Record E-Mail Disposition Authority Number: DAA-0065-2013-0002-0002

Returned Without Action

Records Schedule Items

Sequence Number													
1	<p>Electronic-Mail (E-Mail) of all FBI users, including the Director and Senior FBI Officials</p> <p>The Federal Bureau of Investigation (FBI) is implementing an e-mail record marking tool (RMT) on the Secret network, which everyone with an FBI e-mail account (including the FBI Director and Senior Officials) will be required to use. Using the RMT, the creator or recipient of any FBI e-mail will be required to mark every message as a non-record, transitory record, or non-transitory record. E-mails designated as non-transitory records are to be recorded in an FBI record keeping system. The schedule is effective upon implementation of the e-mail RMT and will at that time supersede the retention of e-mail in the "Director's and Senior Officials' Files" retention schedule (N1-065-07-01 Item 1 & 2). The remainder of the content of the N1-065-07-01 schedule is not being superseded. The RMT will be deployed on the Secret Network at this time; however, this schedule applies to e-mail created or received on all enclaves.</p>												
1.1	<p>Non-Record E-mail</p> <p>Disposition Authority Number: DAA-0065-2013-0002-0001</p> <p>This series covers non-record e-mails from the FBI's classified and unclassified networks. A non-record e-mail contains information with no documentary or evidentiary value to the business of the FBI.</p> <table border="0"> <tr> <td>Final Disposition</td> <td>Temporary</td> </tr> <tr> <td>Item Status</td> <td>Withdrawn</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td> <td>No</td> </tr> <tr> <td>GRS or Superseded Authority Citation</td> <td>N1-065-07-01 Items 1 & 2; dayforward, in part</td> </tr> </table> <p>Disposition Instruction</p> <p>Retention Period: Delete/Destroy when no longer needed by the recipient and within one (1) year after a programmed cutoff in the RMT or any subsequent tool used by the agency to manage its e-mail.</p>	Final Disposition	Temporary	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?	Yes	Do any of the records covered by this item exist as structured electronic data?	No	GRS or Superseded Authority Citation	N1-065-07-01 Items 1 & 2; dayforward, in part
Final Disposition	Temporary												
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?	Yes												
Do any of the records covered by this item exist as structured electronic data?	No												
GRS or Superseded Authority Citation	N1-065-07-01 Items 1 & 2; dayforward, in part												

REMOVED WITHOUT ACTION

1.2

Additional Information

GAO Approval Not Required

Transitory Record E-Mail

Disposition Authority Number DAA-0065-2013-0002-0002

This series covers transitory record e-mails from the FBI's classified and unclassified networks. A transitory e-mail contains information of short-term interest which has minimal documentary or evidentiary value and is needed 180 days or less.

Final Disposition Temporary

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-065-07-01 Items 1 & 2; dayforward, in part

Disposition Instruction

Retention Period Delete/Destroy when no longer needed or within one (1) year after a programmed cutoff in the RMT or any subsequent tool used by the agency to manage its e-mail.

Additional Information

GAO Approval Not Required

Returned Without Action

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
08/20/2013	Return to Submitte r	Michelle Jupina	Assistant Director, R ecords Management Division	RMD - NA
08/22/2013	Cerify	Michelle Jupina	Assistant Director, R ecords Management Division	RMD - NA
12/19/2014	Return Without Ac tion	Rachel VanTonkin	Supervisor, ACNR A ppraisal Team 1	National Archives and Records Administration - Records Management Services

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