

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0022-2024-0001

Status: APPROVED
Date Approved: 12/19/2024

General Information

Agency or Establishment	United States Fish and Wildlife Service
Record/Scheduling Group	0022 - Records of the U.S. Fish And Wildlife Service
Records Schedule Applies To	Agency-wide
Schedule Subject	One-time Disposition for Email in Legacy Repository
Additional Schedule Information	<p>Agency email, Lotus Notes, was maintained in a repository in use from 1995 until 2013. The Department of the Interior ceased using Lotus Notes to begin using Gmail in 2013. All email from 1/21/2013 to April 30, 2024, is captured in the eMail Enterprise Records Document Management System (eERDMS). Email from identified FWS Capstone officials were migrated into eERDMS in 2023. Email in eERDMS is managed and maintained by Department of Interior Records schedules (RG48). This schedule does not pertain to any records in eERDMS and is only designed to apply to lotus notes emails held by USFWS. During the migration process a small percent of the email transferred to eERDMS was corrupted and could not be restored, viewed, or migrated from the legacy system to the newer repository. After several attempts, that email remains unreadable and incapable of being restored. All other email falls under Non-Capstone Officials. This records schedule covers the second step work of a two-step process. Step 1 was to identify and transfer legacy FWS high level officials following NARA's capstone guidance and transfer those related emails into the EES system of eERDMS. The second step of this process is this schedule will cover a one-time destruction of the now duplicate records of the High-level officials and all other emails within the lotus notes storage. The lotus notes files contained 15,606 individually unique .NSF files or related .id files approximately 4.5 TB of data. 250 potential HLOs were identified within the lotus notes dominos and migrated to EES. Additionally, when the lotus notes were active the U.S. Fish and Wildlife Service had a print and file policy for email during the period that this covers.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0022-2024-0001

Item #	Title	Disposition
0001	Email in Legacy Repository - High Level Officials Migration Failures	Temporary
0002	Email in Legacy Repository - All other Staff	Temporary

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Records Schedule Items

DAA-0022-2024-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Email in Legacy Repository - High Level Officials Migration Failures	
Item Description	<p>This item is for the one-time disposition of those email records of High-Level officials residing in the legacy email repository that were unable to be read, regenerated, or migrated to the new email repository. These emails date from 1995-2013. 990 potential High Level Officials were identified as possibly containing records within lotus notes. The way that the NSF files were named made it difficult to determine if the NSF files were related to HLOs. For example, Mking could be Mitch, Mitchell, Michelle, Mary, etc. King. Several years were spent checking common names to the Lotus Notes NSF files, if they could even be opened. The listing of 990 names were drawn down to 250 through checking common names and there not being associated lotus notes files. The remaining 250 potential HLO files were then uploaded into EES. The only email that failed to migrate was mking_ab.nsf. for Mitch King, however secondary NSF file entitled mking.nsf was successful. All additional 249 potential HLO files migrated successfully. Once the files were successfully copied into EES they were validated by FWS for accessibility.</p>	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	There is no cutoff instruction	
Retention Period	Destroy immediately after approval of this schedule.	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	not applicable	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0022-2024-0001-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Email in Legacy Repository - All other Staff
Item Description	This item is for all other emails housed in FWS's Lotus Notes that are not High Level Official. This also covers the one-time disposition of those email records residing in the legacy email repository that were unable to be read, regenerated or migrated to the new email repository. This email dates from 1995-2013.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	There is no cutoff instruction
Retention Period	Destroy immediately after approval of this schedule
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	Not applicable
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	12/19/2024