

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0056-2015-0001

## Request for Records Disposition Authority

Records Schedule Number	DAA-0056-2015-0001
Schedule Status	Returned Without Action
Agency or Establishment	Department of the Treasury
Record Group / Scheduling Group	General Records of the Department of the Treasury
Records Schedule applies to	Major Subdivision
Major Subdivision	Departmental Offices
Schedule Subject	Email Accounts and Associated Calendars
Internal agency concurrences will be provided	No
Background Information	The Department of the Treasury Email Managed Under a Capstone Approach

The Treasury Department is the executive agency responsible for promoting economic prosperity and ensuring the financial security of the United States. The Department is responsible for a wide range of activities such as advising the President on economic and financial issues, encouraging sustainable economic growth, and fostering improved governance in financial institutions. The Department of the Treasury operates and maintains systems that are critical to the nation's financial infrastructure, such as the production of coin and currency, the disbursement of payments to the American public, revenue collection, and the borrowing of funds necessary to run the federal government.

The National Archives and Records Administration (NARA) issued Bulletin 2013-02 providing a new approach to email management, referred to as "Capstone," in recognition of the difficulty in practicing traditional records management on the overwhelming volume of email that Federal agencies produce. Capstone allows agencies to categorize and schedule email based on the work and/or position of the email account owner, and provides for the capture of emails as permanent records from the accounts of officials at or near the top of the organizational structure. The remaining email accounts in the agency are to be temporary records, preserved for a set period based on the agency's needs. Capstone is compliant with OMB Memorandum 12-18.

Item Count

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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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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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Records Schedule. DAA-0056-2015-0001

## Outline of Records Schedule Items for DAA-0056-2015-0001

Sequence Number	
1	Email of Capstone Officials Disposition Authority Number: DAA-0056-2015-0001-0001
2	Email of Non-Capstone Officials Disposition Authority Number: DAA-0056-2015-0001-0002
3	Provisional Emails Disposition Authority Number: DAA-0056-2015-0001-0003

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## Records Schedule Items

Sequence Number	
1	<p><b>Email of Capstone Officials</b></p> <p>Disposition Authority Number      DAA-0056-2015-0001-0001</p> <p>Email accounts and associated calendars of High Level officials, most likely to contain records that should be preserved as permanent, based on the email account owner's position within Treasury. This includes capture of incoming/outgoing email and calendar records of high-level officials and other key personnel in positions that are likely to create or receive permanent email records on their behalf. Secretary of the Treasury, Deputy Secretary, Under Secretary, Deputy Under Secretary, Treasurer, Assistant Secretary, Deputy Assistant Secretary, General Counsel, Deputy General Counsel, Assistant General Counsel, Deputy Assistant General Counsel, Executive Secretary, Principal Associates, White House Liaison, Chief of Staff, Deputy Chief of Staff, Chief Information Officer, Associate Chief Information Officers, This also includes Treasury leadership (DAS level and above), other Treasury-wide positions designated as SES or EX, Schedule C, staff assistants, special assistants, confidential assistants, administrative assistants, and senior advisors that support the aforementioned positions. Bureau Heads will designate additional positions as permanent email account holders as appropriate and in compliance with Bureau records management policy and applicable guidance. Not media neutral; applies to records managed in electronic format only.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Withdrawn</p> <p>Is this item media neutral?            No</p> <p>Explanation of Limitation            Applies to records managed in 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>Disposition Instruction</p> <p>Cutoff Instruction                      PERMANENT. Transfer email to NARA no sooner than 10 years and no later than 15 years after end of user tenure.</p> <p>Transfer to Inactive Storage          PERMANENT. Transfer email to NARA no sooner than 10 years and no later than 15 years after end of user tenure.</p>

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	Transfer to the National Archives for Accessioning	Transfer to the National Archives between 10 year(s) and 15 year(s) after end of user tenure.
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown
2	<b>Email of Non-Capstone Officials</b>	
	Disposition Authority Number	DAA-0056-2015-0001-0002
	Email accounts and associated calendars of employees not listed in Item 1 nor serving in a capacity of direct support to those in Item 1. This section covers all record emails and calendars not listed in section 1. Not media neutral; applies to records managed in an electronic format only.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	No
	Explanation of limitation	Not media neutral; applies to records managed in an electronic format only.
	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	TEMPORARY. Delete between 5 years and 7 years old, but longer retention is authorized if required for business use.
	Retention Period	TEMPORARY. Delete between 5 years and 7 years old, but longer retention is authorized if required for business use.
	<b>Additional Information</b>	
	GAO Approval	Not Required
3	<b>Provisional Emails</b>	
	Disposition Authority Number	DAA-0056-2015-0001-0003

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Emails identified by Non-Capstone employees with potential long-term value. Not media neutral; applies to records managed in an electronic format only.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Not media neutral; applies to records managed in an electronic format only.

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 TEMPORARY. Maintain until no longer needed for business purposes.

Retention Period TEMPORARY. Maintain until no longer needed for business purposes.

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
11/07/2014	Certify	Evangela Wimbush-Jeffrey	Director	Departmental Offices - Office of Treasury Records
02/06/2015	Return for Revision	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
02/06/2015	Submit For Certification	Evangela Wimbush-Jeffrey	Director	Departmental Offices - Office of Treasury Records
02/11/2015	Certify	Evangela Wimbush-Jeffrey	Director	Departmental Offices - Office of Treasury Records
06/19/2015	Return Without Action	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services

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