

INACTIVE - ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0058-2015-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2015-0001
Schedule Status Modified Approved Version

Agency or Establishment Internal Revenue Service
Record Group / Scheduling Group Records of the Internal Revenue Service
Records Schedule applies to Agency-wide
Schedule Subject IRS email management
Internal agency concurrences will be provided No

Background Information

The Managing Government Records Directive (OMB M-12-18) requires that by December 31, 2016, Federal agencies must manage all email records in an electronic format that supports records management and litigation requirements. IRS is seeking approval to manage email based on the "Capstone Approach". This approach acknowledges that the email records of senior agency officials document high-level policy and operational decisions and include significant and historically valuable communications of the agency. IRS users will have the responsibility to weed out non-record and personal email prior to capture as official records. Users also must ensure that any record emails with retentions longer than those proposed in the items below or that provide evidential/supporting value to other record sets must be copied from the email system and appropriately filed.

This schedule is day-forward beginning in FY 2013.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

INACTIVE - ALL ITEMS SUPERSEDED

INACTIVE - ALL ITEMS SUPERSEDED

Outline of Records Schedule Items for DAA-0058-2015-0001

Sequence Number	
1	Capstone accounts Disposition Authority Number: DAA-0058-2015-0001-0001
2	Executives and Senior Managers accounts Disposition Authority Number: DAA-0058-2015-0001-0002
3	All other email accounts Disposition Authority Number: DAA-0058-2015-0001-0003

INACTIVE - ALL ITEMS SUPERSEDED

INACTIVE - ALL ITEMS SUPERSEDED

Records Schedule Items

Sequence Number	
1	<p>Capstone accounts</p> <p>Disposition Authority Number DAA-0058-2015-0001-0001</p> <p>Email accounts for IRS Commissioner and top-level officials as identified in the IRS Organizational Chart and the U.S. Government Manual. Positions include Deputy Commissioners, Assistant Deputy Commissioners, Business Unit Directors/Chiefs, Senior Advisors to the Commissioner and other high-level officials in the agency. A quarterly snapshot of positions and corresponding account holders will accompany email transfer (currently a total of 32 identified Capstone Accounts). This schedule is day-forward beginning in FY 2013 and includes all email in existence at that time, including those pre-dating FY 2013.</p> <p>Final Disposition Permanent</p> <p>Item Status Inactive</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Created and maintained in electronic format.</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>Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2014-0001-0001 Item superseded by GRS 6.1, Item 010 Email of Capstone Officials (approved on 9/25/17)</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cut off at the end of the FY.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2013</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown</p>

INACTIVE - ALL ITEMS SUPERSEDED

INACTIVE - ALL ITEMS SUPERSEDED

How frequently will your agency transfer these records to the National Archives? **Unknown Annually.**

First transfer will take place when FY 2013 emails are 15 years old.

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

2

Executives and Senior Managers accounts

Disposition Authority Number **DAA-0058-2015-0001-0002**

Email accounts of Executives, Senior Managers and select program and policy analysts. This second tier includes Directors/Chiefs of the Business Operating Divisions (BODs) that are direct reports to the Capstone Officials. It may include other positions that are viewed as having value to warrant longer retention of email. (Approximately 290 accounts identified)

Final Disposition **Temporary**

Item Status **Inactive**

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**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2014-0001-0002 Superseded by GRS 6.1, Item 011 Email of Non-Capstone Officials (approved on 9/25/17)**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the FY.**

INACTIVE - ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0058-2015-0001

3	Retention Period	Destroy 15 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	All other email accounts	
	Disposition Authority Number	DAA-0058-2015-0001-0003
	Final Disposition	Temporary
	Item Status	Inactive
	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 end word processing?	No
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2014-0001-0002 Superseded by GRS 6.1, Item 011 Email of Non-Capstone Officials (approved on 9/25/17)
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the FY.
	Retention Period	Delete/Destroy 7 years after cutoff.
Additional Information		
GAO Approval	Not Required	

INACTIVE - ALL ITEMS SUPERSEDED

INACTIVE - ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0058-2015-0001

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
10/03/2014	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
02/18/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/25/2015	Submit For Certification	Stephanie Welch	Senior Records Analyst	Logistics - Office of records and information management
03/31/2015	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
10/13/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/14/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/14/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/16/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

INACTIVE - ALL ITEMS SUPERSEDED