

## Request for Records Disposition Authority

Records Schedule Number      DAA-0064-2019-0006  
Schedule Status                Approved  
  
Agency or Establishment        National Archives and Records Administration  
Record Group / Scheduling Group   Records of the National Archives and Records Administration  
Records Schedule applies to    Agency-wide  
Schedule Subject                ELECTRONIC MESSAGING RECORDS  
Internal agency concurrences will be provided      No

### Background Information

This schedule covers electronic messaging records created and received primarily, but not only, on NARA-supplied communication devices and includes voicemail, "Instant Messages," "Chats," or similar records, as well as Short Message Service (SMS) records and text messages, but are separate from email records, which are covered by the Capstone General Records Schedule (GRS 6.1). This schedule mirrors the retentions of the Capstone GRS, but is submitted for a separate retention authority to cover the different methods of transmission and methods of capture. This schedule presumes that all records, especially permanent, will be managed in such a way that they are authentic and usable throughout their lifecycle and in accordance with the Criteria for Managing Email Records in Compliance with the Managing Government Records Directive (M-12-18).

INCLUDED are electronic messaging records created outside of NARA's email system that relate to NARA business. As per the Federal Records Act (44 U.S.C. 2911 as amended by Pub. L. 113-187), any electronic messaging records created on personal, or non-NARA provided devices must be forwarded to NARA's email records management system, or equal, within 20 days of creation or receipt where this retention authority will be applied.

EXCLUDED are electronic messaging records that, because of their content, belong to a different (non role-based) records series. These records retentions are found in the NARA Records Schedule or a General Records Schedule and need to be managed differently than what is submitted in this schedule. Also excluded are objects from other messaging applications, such as Facebook Messenger, Twitter direct messages, and similar services which will be covered in a separate records schedule for social media records.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0064-2019-0006

Sequence Number	
1	Electronic Messaging Records
1.1	Electronic Messaging Records of Designated Capstone Officials Disposition Authority Number: DAA-0064-2019-0006-0001
1.2	Other Electronic Messaging Records Disposition Authority Number: DAA-0064-2019-0006-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Electronic Messaging Records</b> Electronic messaging records are electronic communications between individuals (on a one-to-one, or one-to-many basis). These communications are Federal records if they are made or received by a Federal official in the course of doing business.</p>
1.1	<p><b>Electronic Messaging Records of Designated Capstone Officials</b> Disposition Authority Number      DAA-0064-2019-0006-0001</p> <p>Electronic Messaging records of Capstone officials * who are senior officials designated by account level or by email addresses, whether the addresses are based on an individual's name, title, group, or a specific program function. Capstone officials includes those authorized as a NARA representative on their behalf, or an official who is in an acting capacity for those positions. For the purposes of this schedule, "acting" is defined as replacing a Capstone official for a period greater than 60 days. *See the list of Capstone officials (approved NARA form 1005) maintained by Corporate Records Management.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            All electronic</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off by employee tenure in a Capstone role.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after Cut off</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 Contingent on tenure</p>

1.2

How frequently will your agency transfer these records to the National Archives?      **Unknown**  
**Contingent on tenure**

**Other Electronic Messaging Records**

Disposition Authority Number      **DAA-0064-2019-0006-0002**

**Electronic Messaging records of all other staff not designated as a Capstone official.**

Final Disposition      **Temporary**

Item Status      **Active**

Is this item media neutral?      **No**

Explanation of limitation      **All electronic**

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**

**Disposition Instruction**

Cutoff Instruction      **Cut off annually**

Retention Period      **Delete 7 years after cut off, but longer retention is authorized if required for business use.\* \*For internal NARA this will be approved and documented by CM.**

**Additional Information**

GAO Approval      **Not Required**

## 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
02/05/2019	Certify	Deborah Armentrout	Director, CM	National Archives and Records Administration - Corporate Records Management (CM)
04/22/2020	Submit for Concurrency	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/11/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/19/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist