

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0134-2017-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0134-2017-0001
Schedule Status Returned Without Action
Agency or Establishment Surface Transportation Board
Record Group / Scheduling Group Records of the Interstate Commerce Commission
Records Schedule applies to Major Subdivision
Major Subdivision Surface Transportation Board
Schedule Subject Emails
Internal agency concurrences will be provided No

Background Information

A. Microsoft Office 365 – The Surface Transportation Board (STB) will use the software's 'online archive' tool to manage all permanent and temporary email records. Users will manually drag and drop all emails deemed a record into individual record retention folders that coincide with the approved STB Records Schedules and General Records Schedules (GRS) until the retention has been met.

The folders will be labeled according to the disposal authority and marked temporary/permanent. All emails are stored in the cloud (on servers at Microsoft), backed-up constantly and will be cut-off after each email is sent and received.

This software superseded the Lotus Notes email database.

Emails dated: 2013 – Present.

B. Lotus Notes – This database contains emails that were not transferred into Microsoft Office 365. Users will move emails deemed a record to their labeled records retention shared drives folders until the retention has been met.

Emails dated: 2012-1996.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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GAO Approval

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Records Schedule: **DAA-0134-2017-0001**

Outline of Records Schedule Items for DAA-0134-2017-0001

Sequence Number	
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1	
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Emails

Disposition Authority Number: DAA-0134-2017-0001-0001

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Records Schedule Items

Sequence Number	
1	<p data-bbox="365 414 462 446">Emails</p> <p data-bbox="365 468 1144 500">Disposition Authority Number DAA-0134-2017-0001-0001</p> <p data-bbox="365 521 1485 1000">A. Microsoft Office 365 – The Surface Transportation Board (STB) will use the software's 'online archive' tool to manage all permanent and temporary email records. Users will manually drag and drop all emails deemed a record into individual record retention folders that coincide with the approved STB Records Schedules and General Records Schedules (GRS) until the retention has been met. The folders will be labeled according to the disposal authority and marked temporary/permanent. All emails are stored in the cloud (on servers at Microsoft), backed-up constantly and will be cut-off after each email is sent and received. This software superseded the Lotus Notes email database. Emails dated: 2013 – Present. Lotus Notes – This database contains emails that were not transferred into Microsoft Office 365. Users will move emails deemed a record to their labeled records retention shared drives folders until the retention has been met. Emails dated: 2012-1996.</p> <p data-bbox="365 1021 917 1053">Final Disposition Permanent</p> <p data-bbox="365 1074 917 1106">Item Status Withdrawn</p> <p data-bbox="365 1127 820 1159">Is this item media neutral? Yes</p> <p data-bbox="365 1181 820 1212">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 data-bbox="365 1319 803 1351">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="365 1447 673 1478">Disposition Instruction</p> <p data-bbox="365 1500 1031 1585">If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p data-bbox="365 1606 1437 1787">Cutoff Instruction TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) AFTER RETENTION HAS BEEN MET IN ACCORDANCE WITH THE STB RECORDS SCHEDULE.</p> <p data-bbox="365 1808 1437 1915">Transfer to the National Archives for Accessioning TRANSFER IMMEDIATELY TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) AFTER RETENTION HAS BEEN MET</p>

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IN ACCORDANCE WITH THE STB RECORDS
SCHEDULE.

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

Unknown

1996-Present is when the STB was founded.
However, there are emails backed up from the ICC,
dates are to be determined.

How frequently will your agency
transfer these records to the
National Archives?

Unknown

TRANSFER IMMEDIATELY TO THE NATIONAL
ARCHIVES AND RECORDS ADMINISTRATION
(NARA) AFTER RETENTION HAS BEEN MET
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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
12/15/2017	Certify	Michelle Thomas	Management Analysis Officer	Office of Public Assistance, Government Affairs and Compliance - Office of Public Assistance, Government Affairs and Compliance
04/30/2018	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services