

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0134-2017-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0134-2017-0002
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This software superseded the Lotus Notes email database.
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Records Schedule: **DAA-0134-2017-0002**

Outline of Records Schedule Items for DAA-0134-2017-0002

Sequence Number

1

Emails-Temporary

Disposition Authority Number: DAA-0134-2017-0002-0001

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Records Schedule: DAA-0134-2017-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="362 406 618 449">Emails-Temporary</p> <p data-bbox="362 459 1143 502">Disposition Authority Number DAA-0134-2017-0002-0001</p> <p data-bbox="362 512 1505 959">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. 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.</p> <p data-bbox="362 970 915 1012">Final Disposition Temporary</p> <p data-bbox="362 1023 915 1066">Item Status Withdrawn</p> <p data-bbox="362 1076 818 1119">Is this item media neutral? Yes</p> <p data-bbox="362 1129 818 1257">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="362 1268 802 1364">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="362 1395 667 1438">Disposition Instruction</p> <p data-bbox="362 1449 1440 1608">Cutoff Instruction DELETE WHEN RETENTION HAS BEEN MET, IN ACCORDANCE WITH THE STB RECORDS SCHEDULE AND NARA’s GENERAL RECORDS SCHEDULES.</p> <p data-bbox="362 1619 1419 1768">Retention Period DELETE WHEN RETENTION HAS BEEN MET, IN ACCORDANCE WITH THE STB RECORDS SCHEDULE AND NARA GENERAL RECORDS SCHEDULES.</p> <p data-bbox="362 1800 659 1842">Additional Information</p> <p data-bbox="362 1853 943 1896">GAO Approval Not Required</p>

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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