

## Request for Records Disposition Authority

Records Schedule Number: DAA-0220-2014-0017  
Schedule Status: Returned Without Action  
Agency or Establishment: Recovery Accountability and Transparency Board  
Record Group / Scheduling Group: Records of Temporary Committees, Commissions, and Boards  
Records Schedule Applies to: Agency-wide  
Schedule Subject: Agency Electronic Mail Records (Email)  
Internal agency concurrences will be provided: No

### Background Information

The Recovery Accountability and Transparency Board (Recovery Board) is seeking authority to manage email under the "Capstone Approach." This approach acknowledges that the email records of senior agency officials document high-level policy and operational decisions and includes significant and historically valuable communications of the agency.

Capstone, employed with the IT infrastructure necessary to support it, should improve email records management by simplifying the records schedule for email, and automating email capture and management. In particular, Capstone should substantially reduce the records management burden on individual email users by basing email records retention on the mailbox owner's role in the Recovery Board rather than on the content of each email record, and by automating email capture and management according to simplified, role-based Capstone retention periods. Using Capstone's simplified and automated management approach should help ensure that all Recovery Board email is managed efficiently as electronic records in full compliance with The Managing Government Records Directive (OMB-M-12-18).

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	2

### GAO Approval

Outline of Records Schedule Items for DAA-0220-2014-0017

Sequence Number	
1	Email Records of Designated Capstone Officials Disposition Authority Number: DAA-0220-2014-0017-0001
2	Email Records Captured from Email Accounts Not Designated as Capstone Officials Disposition Authority Number: DAA-0220-2014-0017-0002

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p data-bbox="358 417 1024 449"><b>Email Records of Designated Capstone Officials</b></p> <p data-bbox="358 470 1146 502">Disposition Authority Number      DAA-0220-2014-0017-0001</p> <p data-bbox="358 523 1489 927">Email messages and attachments, calendars and appointment, tasks, chat transcripts and other communications captured by the Recovery Board electronic recordkeeping system. The Recovery Board captures these email records from email accounts of agency Capstone officials designated as creating and receiving email records that document high-level policy and operational decisions. Such accounts may also include secondary accounts and/or accounts maintained by assistants. For the Recovery Board, designated Capstone officials include positions such as: • Board Chair • General Counsel • Executive Director • Chief Congressional and Intergovernmental Affairs • Director Accountability • Director Law Enforcement • Chief Information Officer • Deputy Chief Information Officer • Director Website Operations • Chief Financial Officer</p> <p data-bbox="358 949 922 981">Final Disposition      Permanent</p> <p data-bbox="358 1002 922 1034">Item Status      Withdrawn</p> <p data-bbox="358 1055 812 1087">Is this item media neutral?      No</p> <p data-bbox="358 1108 1455 1183">Explanation of limitation      These records are created digitally and will not be managed in any other format.</p> <p data-bbox="358 1204 812 1321">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 data-bbox="358 1353 672 1385"><b>Disposition Instruction</b></p> <p data-bbox="358 1417 1247 1449">Cutoff Instruction      Cut-off at the end of the fiscal year</p> <p data-bbox="358 1470 1489 1555">Transfer Electronic Records to the National Archives for Pre-Accessioning      Transfer electronic records to the National Archives for pre-accessioning immediately after cut-off.</p> <p data-bbox="358 1576 1489 1651">Transfer to the National Archives for Accessioning      Transfer to the National Archives immediately after termination of the Board</p> <p data-bbox="358 1683 672 1715"><b>Additional Information</b></p> <p data-bbox="358 1736 1044 1832">What will be the date span of the initial transfer of records to the National Archives?      From 2009 To 2015</p> <p data-bbox="358 1853 1247 1940">How frequently will your agency transfer these records to the National Archives?      Unknown Upon the termination of the Board.</p>

Retained Without Action

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	900 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2

Email Records Captured from Email Accounts Not Designated as Capstone Officials

Disposition Authority Number DAA-0220-2014-0017-0002

Email messages and attachments, calendars and appointments, tasks, chat transcripts and other communications captured by the Recovery Board electronic recordkeeping system from email accounts not designated as Capstone Officials.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation These records are created digitally and will not be managed in any other format.

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 Cut off files at the end of the fiscal year.

Retention Period Destroy immediately after termination of Board.

Additional Information

GAO Approval Not Required

Returned Without Action

### 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
07/21/2014	Certify	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
08/06/2014	Return for Revision	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
12/03/2014	Submit For Certification	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
12/03/2014	Certify	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
01/16/2015	Return for Revision	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
04/21/2015	Return Without Action	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action