

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0358-2017-0005

Request for Records Disposition Authority

Records Schedule Number DAA-0358-2017-0005
Schedule Status Returned Without Action
Agency or Establishment Federal Maritime Commission
Record Group / Scheduling Group Records of the Federal Maritime Commission
Records Schedule applies to Agency-wide
Schedule Subject FMC Email Records
Internal agency concurrences will be provided No

Background Information The Managing Government Records Directive (OMB M-12-18) required that by December 31, 2016, Federal agencies must manage all email records in an electronic format that supports records management and litigation requirements. FMC is seeking approval to manage email based on a "Content-Based" and "Size-Based" approach.

All individual users previously trained on records management would be required to independently decide whether an email qualifies as a permanent record, and then manually move those records into the appropriate permanent record folder. In addition, all users will have a maximum inbox size limitation set as follows:

35 gigabytes - Commissioners, Counsels, Senior Executives, Office Directors and Deputy Directors
25 gigabytes - All other FMC employees not listed above

A size-based solution would allow more flexibility for the user to determine which emails should be deleted. Once the maximum space allotment is reached, the user would be unable to send or receive emails until space has been freed by deleting unnecessary emails.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	5

GAO Approval

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Records Schedule: DAA-0358-2017-0005

Outline of Records Schedule Items for DAA-0358-2017-0005

Sequence Number	
1	Email Records (Chairman and Commissioners) Disposition Authority Number: DAA-0358-2017-0005-0001
2	Permanent Email Records (Executives and Senior Managers) Disposition Authority Number: DAA-0358-2017-0005-0002
3	Temporary Email Records (Executives and Senior Managers) Disposition Authority Number: DAA-0358-2017-0005-0003
4	Permanent Email Records (All Other FMC Staff) Disposition Authority Number: DAA-0358-2017-0005-0004
5	Temporary Email Records (All Other FMC Staff) Disposition Authority Number: DAA-0358-2017-0005-0005

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Records Schedule: DAA-0358-2017-0005

Records Schedule Items

Sequence Number	
1	<p>Email Records (Chairman and Commissioners)</p> <p>Disposition Authority Number DAA-0358-2017-0005-0001</p> <p>Email (including attachments) related to the mission of the Commission created and received by the Chairman and Commissioners of the FMC.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This item is limited to email and electronic communications.</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the individual's tenure at the Commission.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after termination of service</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown at this time</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unknown at this time</p>
2	<p>Permanent Email Records (Executives and Senior Managers)</p> <p>Disposition Authority Number DAA-0358-2017-0005-0002</p> <p>Email (including attachments) related to the mission of the Commission created and received by Commissioners, Counsels, Senior Executives, Office Directors & Deputy Directors</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p>

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Is this item media neutral?	No
Explanation of limitation	This item is limited to email and electronic communications.
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	when email is tagged as permanent by the user
Transfer to the National Archives for Accessioning	TBD
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown

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Temporary Email Records (Executives and Senior Managers)

Disposition Authority Number DAA-0358-2017-0005-0003

Email (including attachments) related to the mission of the Commission created and received by Commissioners, Counsels, Senior Executives, Office Directors & Deputy Directors

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation The item is limited to email and electronic communications.

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 when user email account has reached 35 gigabytes

Retention Period Destroy when no longer needed

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4	Additional Information	
	GAO Approval	Not Required
	Permanent Email Records (All Other FMC Staff)	
	Disposition Authority Number	DAA-0358-2017-0005-0004
	Email (including attachments) related to the mission of the Commission created and received by FMC staff.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	No
	Explanation of limitation	The item is limited to email and electronic communications.
	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	when email is tagged as permanent by the user.
	Transfer to the National Archives for Accessioning	TBD
	Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown	
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown	
5	Temporary Email Records (All Other FMC Staff)	
	Disposition Authority Number	DAA-0358-2017-0005-0005
	Email (including attachments) related to the mission of the Commission created and received by FMC staff.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	No
	Explanation of limitation	This item is limited to email and electronic communications.

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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

when user email account has reached 25 gigabytes

Retention Period

Destroy when no longer needed

Additional Information

GAO Approval

Not Required

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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
02/09/2017	Certify	Anthony Haywood	CIO	Federal Maritime Commission - Office of the Managing Director
07/18/2017	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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