

### Request for Records Disposition Authority

Records Schedule Number : DAA-0412-2017-0003  
Schedule Status : Approved  
Agency or Establishment : Environmental Protection Agency  
Record Group / Scheduling Group : Records of the Environmental Protection Agency  
Records Schedule applies to : Agency-wide  
Schedule Subject : Legacy Email  
Internal agency concurrences will be provided : No

Background Information : With the approval of GRS-6.1-0412-2017-0001 EPA has adopted NARA's Capstone approach for managing email. The previous EPA email records schedule 165, was based on NARA's General Records Schedule (GRS) 20, item 14 and instructed users to delete the email from the email system after the email record was copied to a recordkeeping system.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

#### GAO Approval

## Outline of Records Schedule Items for DAA-0412-2017-0003

Sequence Number

1

Legacy email

Disposition Authority Number: DAA-0412-2017-0003-0001

## Records Schedule Items

Sequence Number

1

### Legacy email

Disposition Authority Number DAA-0412-2017-0003-0001

This schedule covers senders' and recipients' versions of electronic mail messages and any attachments to the messages maintained in the legacy email system. It also covers available functions of the email program such as calendars/ appointments, task lists ("to do" lists), and chat. The format is Lotus Notes using 8.53 version and includes the incoming and outgoing email from all EPA employees from approximately 1994 through December 31, 2006. Email are duplicative of records maintained elsewhere with the series to which it relates. EPA used a traditional records management "print and file" policy prior to adoption of the Enterprise Content Management System (ECMS).

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic format only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
EPA 0760a	

### Disposition Instruction

Cutoff Instruction Close file after NARA approval.

Retention Period Delete after file closure.

### 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
07/07/2017	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
10/03/2017	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
10/10/2017	Submit For Certification	Barbara Felton	Records Information Manager IV	Office Of Environmental Information - Records and Content Management Branch
10/12/2017	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
10/13/2017	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
10/16/2017	Submit For Certification	Barbara Felton	Records Information Manager IV	Office Of Environmental Information - Records and Content Management Branch
10/16/2017	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
12/19/2017	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program

				- ACNR Records Management Services
12/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist