Module 2: Identifying Unscheduled Records Review Activity

Review the following email exchange between Burt and Jane, a program manager at the agency.  For successful completion of this activity, complete the record series inventory form and draft a new records schedule to submit to NARA based on the information provided in the email exchange (forms located in resource section).

To:    Jane\_Filesalot@bpr.gov

From:    Burt\_Tomson@bpr.gov

Date:    June 26, 2018

Re:    New Aquatic Mammal Communication records

Hi Jane,

I need your help.  The Assistant Administrator for Recreation tells me that we are starting up a new program. The new team, the Aquatic Mammal Communication Staff, will study communication and echolocation with marine life, with a particular focus on communication in public waters.

So far, the team has only identified one new series of records to be created.  Since this is a new division, there isn’t a section in the records schedule to cover the team and its records.

I remember we’re supposed to send a records inventory form to you to begin the analysis and scheduling process.  I’ve filled out a form for the Aquatic Mammal Communication series, and I’ve attached it to this message.

The manager over the new team tells me that she thinks most of the studies will not reach landmark status, and she thinks there can be a limited retention on the records related to the “Regular” studies.

Thank you,

Burt

To:    Burt\_Tomson@bpr.gov

From:    Jane\_Filesalot@bpr.gov

Date:    June 26, 2018

Re:    New Aquatic Mammal Communication records

Hi Burt,

Great!  Yes, please send me that inventory form as soon as you can. As I’m sure you’re aware, until we can take action on this new series, the team will need to treat all records in all formats (including paper, emails, electronic documents, and any data sets or systems) as unscheduled records.  None of the records in this series can be destroyed at this point.

I’ll give you a call to set up a time to talk.

Jane