








- 1  **Legal Issues Briefing.**
CAPSTONE APPROACH TO EMAIL MANAGEMENT.
- 2  **What is Capstone?**
Capstone helps agencies manage email.
Capstone is based on identifying email accounts according to the work of the user.
Some accounts will be permanent.
The remainder will be temporary.
- 3  **Capstone Officials.**
Determining who is a Capstone official.
This is the most important discussion you will have when implementing Capstone.
Document the decision making process to ensure that your agency can defend itself against a charge that is acting arbitrarily in its selection of Capstone officials.
Spend time thinking not just about senior staff but also program officials that create and receive permanent records.
As a rule of thumb, Capstone officials should be between 1 and 2 percent of your account holders.
Consider how you will handle people in an acting capacity, long-term vacancies, and office reorganizations.
- 4  **What will change?**
What group of records will be deleted that would have otherwise been preserved?
Will that effect any agency obligations regarding:
Litigation.
Regulation.
Public policy?
What group of records will now be available that wasn't before?
Does that present a new risk to the agency for:
Litigation.
Access requests.
Preservation obligations?
- 5  **Litigation Holds.**
How will the agency be able to execute a litigation hold under a Capstone framework?
The answer to this is very dependent on your agencies technology.
The focus of this question is on temporary records that would have been otherwise destroyed.
- 6  **Other implementation issues.**
How will the agency be able to search the records it is now keeping?
And, what about export? (Especially for transfer to naara).
This matters for both e-discovery and Foya.
What is the plan for destroying temporary records and non-records?
AKA Defensible deletion.
Do you need more than permanent and temporary buckets?
This means, can you identify some offices whose emails could be kept for a very short time, such as three years? Or some offices, like a General Counsels' office, where the email should be kept for 15 or 20 years?
- 7  **More Information.**
Additional Resources can be found at:
<http://www.archives.gov/records-mgmt/email-mgmt.html>.
Questions? Please Contact your Agency's naara Appraisal Archivist.
<http://www.archives.gov/records-mgmt/appraisal/>.