

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0266-2014-0008

Status: INACTIVE  
Date Approved: 02/14/2017

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## General Information

Agency or Establishment	Securities and Exchange Commission
Record/Scheduling Group	0266 - Records of the Securities and Exchange Commission
Records Schedule Applies To	Agency-wide
Schedule Subject	E-mail Records of Non-Capstone Officials of the Securities and Exchange Commission (SEC)
Additional Schedule Information	<p>This schedule applies to all agency email records (non-Capstone officials) that are not covered by an SEC approved verification form for GRS 6.1, Email Managed under a Capstone Approach.</p> <p>Non-Capstone email accounts may be culled to remove non-record, personal, or transitory messages and attachments in accordance with the applicable General Records Schedule. This includes the removal of spam, email blasts received such as agency-wide communications, and personal materials such as emails to family members not related to agency business.</p> <p>Emails covered by this schedule requiring retention longer than four years must be incorporated into the appropriate SEC record keeping system and managed in accordance with the related NARA approved Records Control Schedule. This includes, but is not limited to, e-mail records appropriate for preservation in Investigations.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-0266-2014-0008

Item #	Title	Disposition
0001	E-mail of Non-Capstone Officials	Temporary

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Records Schedule Items

DAA-0266-2014-0008-0001		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	E-mail of Non-Capstone Officials	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. This item was superseded by GRS 6.1, Item 011 (DAA-GRS-2022-0006-0002). NARA inactivated this item accordingly. on 06/12/2025.</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the calendar year.	
Retention Period	Other: Destroy/delete 3 years but no later than 4 years after cut-off.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	David Ferriero	02/14/2017