

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2015-0001
 Schedule Status Approved

Agency or Establishment Internal Revenue Service
 Record Group / Scheduling Group Records of the Internal Revenue Service
 Records Schedule applies to Agency-wide
 Schedule Subject IRS email management
 Internal agency concurrences will be provided No

Background Information

The Managing Government Records Directive (OMB M-12-18) requires that by December 31, 2016, Federal agencies must manage all email records in an electronic format that supports records management and litigation requirements. IRS is seeking approval to manage email based on the "Capstone Approach". This approach acknowledges that the email records of senior agency officials document high-level policy and operational decisions and include significant and historically valuable communications of the agency. IRS users will have the responsibility to weed out non-record and personal email prior to capture as official records. Users also must ensure that any record emails with retentions longer than those proposed in the items below or that provide evidential/supporting value to other record sets must be copied from the email system and appropriately filed.

This schedule is day-forward beginning in FY 2013.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0058-2015-0001

Sequence Number	
1	Capstone accounts Disposition Authority Number: DAA-0058-2015-0001-0001
2	Executives and Senior Managers accounts Disposition Authority Number: DAA-0058-2015-0001-0002
3	All other email accounts Disposition Authority Number: DAA-0058-2015-0001-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 414 641 446">Capstone accounts</p> <p data-bbox="365 468 1144 500">Disposition Authority Number DAA-0058-2015-0001-0001</p> <p data-bbox="365 521 1521 819">Email accounts for IRS Commissioner and top-level officials as identified in the IRS Organizational Chart and the U.S. Government Manual. Positions include Deputy Commissioners, Assistant Deputy Commissioners, Business Unit Directors/Chiefs, Senior Advisors to the Commissioner and other high-level officials in the agency. A quarterly snapshot of positions and corresponding account holders will accompany email transfer (currently a total of 32 identified Capstone Accounts). This schedule is day-forward beginning in FY 2013 and includes all email in existence at that time, including those pre-dating FY 2013.</p> <p data-bbox="365 840 933 872">Final Disposition Permanent</p> <p data-bbox="365 893 860 925">Item Status Active</p> <p data-bbox="365 946 820 978">Is this item media neutral? No</p> <p data-bbox="365 1000 1380 1032">Explanation of limitation Created and maintained in electronic format.</p> <p data-bbox="365 1053 820 1170">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 data-bbox="365 1202 673 1234">Disposition Instruction</p> <p data-bbox="365 1266 1031 1351">If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p data-bbox="365 1372 1153 1404">Cutoff Instruction Cut off at the end of the FY.</p> <p data-bbox="365 1425 1445 1500">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p data-bbox="365 1532 673 1564">Additional Information</p> <p data-bbox="365 1585 844 1617">First year of records accumulation 2013</p> <p data-bbox="365 1638 1521 1755">What will be the date span of the initial transfer of records to the National Archives? Unknown First transfer will take place when FY 2013 emails are 15 years old.</p> <p data-bbox="365 1776 901 1862">How frequently will your agency transfer these records to the National Archives? Unknown Annually.</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	0.5 TB
Paper		
Microform		
Hardcopy or Analog Special Media		

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Executives and Senior Managers accounts

Disposition Authority Number **DAA-0058-2015-0001-0002**

Email accounts of Executives, Senior Managers and select program and policy analysts. This second tier includes Directors/Chiefs of the Business Operating Divisions (BODs) that are direct reports to the Capstone Officials. It may include other positions that are viewed as having value to warrant longer retention of email. (Approximately 290 accounts identified)

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Created and maintained in electronic format.**

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 **Cut off at the end of the FY.**

Retention Period **Destroy 15 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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All other email accounts

Disposition Authority Number **DAA-0058-2015-0001-0003**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral?	No
Explanation of limitation	Created and maintained in electronic format.
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	Cut off at the end of the FY.
Retention Period	Delete/Destroy 7 years after cutoff.
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
10/03/2014	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
02/18/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/25/2015	Submit For Certification	Stephanie Welch	Senior Records Analyst	Logistics - Office of records and information management
03/31/2015	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
10/13/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/14/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/14/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/16/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist