

Request for Records Disposition Authority

Records Schedule Number **DAA-0263-2022-0002**

Schedule Status **Approved**

Agency or Establishment **Central Intelligence Agency**

Record Group / Scheduling Group **Records of the Central Intelligence Agency**

Records Schedule applies to **Agency-wide**

Schedule Subject **One-time Disposition for Email in Legacy Repository**

Internal agency concurrences will
be provided **No**

Background Information Agency email, Lotus Notes, was maintained in a repository in use from 1995 until 2014. Due to loss of vendor support, the legacy repository was replaced. Despite no vendor support, email from Capstone officials were migrated to the new repository which is fully supported and has a migration plan. A percent of the Capstone email was corrupted and could not be restored, viewed or migrated from the legacy system to the newer repository. After several attempts, that email remains unreadable and incapable of being restored. CIA had a print and file policy for email during the period that this covers.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0263-2022-0002

Sequence Number	
1	Email in Legacy Repository (closed series) Disposition Authority Number: DAA-0263-2022-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Email in Legacy Repository (closed series)</p> <p>Disposition Authority Number DAA-0263-2022-0002-0001</p> <p>This item is for the one-time disposition of those email records of Capstone officials residing in the legacy email repository that were unable to be read, regenerated or migrated to the new email repository. This email dates from 1995-2014.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Records are electronic only</p> <p>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>GRS or Superseded Authority Citation DAA-GRS-2014-0001-0001</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after approval of this schedule.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
03/01/2022	Certify	CIA Two	Records Management	Records Management - Records Management
04/12/2022	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
04/25/2022	Submit For Certification	CIA Two	Records Management	Records Management - Records Management
04/27/2022	Certify	CIA Two	Records Management	Records Management - Records Management
07/14/2022	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
07/14/2022	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/15/2022	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
07/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/27/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office